

Policy Information

Series 2000 - Community Relations

Equipment Loan Policy

Policy # 2250, 2.5

POLICY

1995 2250

Community Relations

SUBJECT: EQUIPMENT LOAN POLICY

The District Superintendent is authorized to develop regulations to loan BOCES owned capital equipment to local component school districts, or other municipal entities for their temporary use, provided the following conditions are met:

- a. Equipment is used solely for the business of the school or other entity.
- b. The use of the equipment is supervised by a qualified employee of the borrower.
- c. The borrower assumes full responsibility for the safe operation of the equipment.
- d. The equipment must be returned to BOCES in the same condition as it was when loaned.
- e. Any expenses incurred in repair or maintenance of the equipment while on loan will be the responsibility of the borrower.
- f. The equipment can be loaned only when not in use by BOCES classes.
- g. The borrower pays any costs for BOCES transporting of equipment.

Any district or entity wishing to borrow BOCES equipment for temporary use must complete the approved Equipment Loan Request Form, which requires the signature of a responsible employee of the borrowing agency.

Board Approved
2/2/94
7/18/95