

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT  
AND BOOKS

ADOPTED: October 20, 2011

REVISED:

	708. LENDING OF EQUIPMENT AND BOOKS
1. Purpose SC 801, 1850.1 Pol. 707	<p>The Joint Operating Committee directs that school owned equipment shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Joint Operating Committee policy.</p> <p>The primary purpose for all equipment owned by the center is to provide instruction for youth and adults; therefore, priorities of use of all equipment and supplies will be given to the instructional program and its necessary support.</p>
2. Guidelines	<p>The use of equipment owned by the center may be granted to participating school districts in accordance with the following provisions:</p> <ol style="list-style-type: none"> <li>1. The use of equipment shall not interfere with or cause the instructional program to be altered.</li> <li>2. Necessary costs incurred because of the use of equipment shall be paid by the participating school district exclusive of depreciation and ordinary operating/maintenance costs.</li> <li>3. The equipment to be used shall be operated by a trained person or the regular operator employed by the center.</li> <li>4. Work orders for requested equipment by participating school districts shall be approved by the Administrative Director.</li> <li>5. The center shall not be held liable for the quality or performance of equipment.</li> <li>6. The equipment shall not be used for profit or sales by the participating school district.</li> <li>7. Any costs charged to participating school districts shall be accounted for in the</li> </ol>

<p>SC 804</p> <p>School Code 801, 804, 1850.1</p> <p>Joint Operating Committee Policy 707</p>	<p>appropriate center fund.</p> <p>The use of equipment owned by the center may be granted to agencies other than participating school districts in accordance with the following provisions:</p> <ol style="list-style-type: none"> <li>1. Any requests for use of equipment will need the approval of the Administrative Director and Joint Operating Committee.</li> <li>2. Use of equipment shall not interfere with or cause the instructional program to be altered.</li> <li>3. Amounts paid by the agency shall equal or exceed the necessary costs for providing the equipment.</li> <li>4. The center shall not be held liable for the quality or performance of equipment.</li> <li>5. The use of equipment shall be performed by or under the direction of designated center staff.</li> <li>6. Any funds received for equipment use shall be accounted for in the appropriate center fund.</li> </ol> <p>Center equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their education or job responsibilities. Prior approval of the Administrative Director or designee is required for such removal.</p> <p>Removal of center equipment from school property for personal use by staff or students is prohibited.</p> <p>School books may be used by students during vacations when permission is granted by the building administrator.</p>
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