

# VENANGO TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT  
AND BOOKS

ADOPTED: June 1, 2009

REVISED:

708. LENDING OF EQUIPMENT AND BOOKS	
1. Purpose SC 801, 1850.1 Pol. 707	The Joint Committee directs that equipment owned by the center 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 Committee policy.
2. Delegation of Responsibility	<p>Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the Joint Committee Secretary.</p> <p>The user of center owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.</p>
3. Guidelines	<p>When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the center and shall pay the stated cost of services.</p> <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 Director 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>References:</p> <p>School Code – 24 P.S. Sec. 801, 804, 1850.1</p> <p>Joint Committee Policy – 707</p>