

POLICY: EDC
Approved: September 26, 2005
Reviewed:
Revised:

AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT

Employee use of school-owned equipment must receive prior approval of the building principal. A check out sheet must be filled out before equipment can be used or leave the building.

CROSS REFERENCE: EDC-E – Equipment and/or Tool Check-out Sheet
KG – District Facilities and Equipment Use by School Related or
Outside Groups
KG-R – Guidelines for District Facilities/Equipment Use