

Policy

EQUIPMENT

Equipment purchased by the West Morris Regional High School Board of Education is intended for support of the educational program. Board owned equipment shall be used primarily by the schools of the district. Equipment shall not be loaned, rented, or leased to organizations or individuals for use out side the schools except as noted below. Equipment may, upon proper application, be requested by the constituent elementary school districts or municipalities.

The chief school administrator shall oversee the maintenance of all district educational and non-educational equipment in safe working condition. No employee or student shall use equipment found unsafe. Equipment use during school hours shall be properly supervised by appropriate teaching staff.

Use of district equipment on the premises by non-district personnel is limited to the equipment that is an integral part of the facility being used (i.e. stage lights, piano, basketballs, etc.). No district equipment shall be removed from the premises for use by non-district personnel. The board shall require that all users of school facilities comply with policies of this board and the rules and regulations of this district. Each user shall present evidence of the purchase of liability insurance to the limit prescribed by such rules and shall name the West Morris Regional High School District Board of Education as "additional insured."

Only equipment that has been reconditioned and/or certified will be released to a West Morris Regional high School student. This release will be conditioned on a written statement by the adult student or by the parent/guardian of a minor student certifying that:

- A. They have inspected the equipment;
- B. There are no apparent defects in the equipment;
- C. They agree to hold the board harmless for any injuries suffered while the equipment is being used.

The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use. He/she shall be responsible for its safe return and ensure that the equipment is returned in the same condition in which the student received it, minus normal wear and tear.

When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the district and shall pay such costs as have been set for his/her hire.

The board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the principal is required for such removal.

Removal of school equipment from school property for personal use is prohibited.

Any staff members affiliated with a summer camp program that is not operated by or affiliated with this school district shall attest that West Morris Regional School District Board of Education does not endorsed the program and that any duties performed for the camp are neither at the behest of nor under the

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direction/control of the board.

Adopted: September 16, 1975
Revised: November 7, 1994; May 1, 2000
NJSBA Review/Update: February 2011, April 2018
Readopted: February 27, 2012
Reviewed/Readopted: December 10, 2018

Key Words

Loaning District Equipment

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:26-12.1 Policies and procedures for school facility operation

Possible

Cross References: *1330 Use of school facilities
*1410 Local units
*3250 Income from fees, fines, charges
*3510 Operation and maintenance of plant
*3516 Safety
3530 Insurance management
4143 Extra pay for extra work
*4147 Employee safety
4243 Overtime pay
*4247 Employee safety
*5142 Student safety

*Indicates policy is included in the Critical Policy Reference Manual.