

COMMUNITY USE OF INSTRUCTIONAL EQUIPMENT

From time to time educational, professional, or service organizations request the use of district instructional equipment in conventions, workshops, or other meetings held in Huron. Such requests will be considered under guidelines and procedures which follow:

1. All requests for equipment should be handled through the appropriate supervisor and forwarded to the business manager. Taking equipment out-of-district without district approval is prohibited.
2. The district will try to assist governmental or non-profit organizations that request microcomputers, AV equipment and any other instructional equipment, provided the following criteria are met:
 - a. The organization meets in Huron.
 - b. The organization benefits district students or staff.
 - c. The organization requesting the equipment verifies that the people who will be using the equipment are familiar with its operation and will designate an individual who will be responsible for the equipment.
3. The organization must further agree to abide by the following conditions:
 - a. Equipment will not be loaned for longer than three days.
 - b. Equipment will only be loaned if the loan does not disrupt the district's program.
 - c. Any equipment that must be taken from an individual building will be done so only with the approval of the building administrator and business manager.
 - d. The organization must identify a secure area where equipment may be stored when not in use.
 - e. The organization agrees to pay for any loss or damage, other than normal wear and tear, when equipment is in its possession.
 - f. If the district has expenses related to the loaning of equipment, the district shall be reimbursed based on prior arrangements with the business manager.
4. All equipment will be delivered, set up, and picked up by district employees unless other arrangements are made with the business manager.