

**SCHOOL-COMMUNITY RELATIONS
SERIES 900**

903.4

TITLE: LOAN OF SCHOOL PROPERTY

Removal of any school property for private use (Chairs, tables, etc) shall not be done except on the written authorization of the superintendent of schools.

All parties must submit an application using the district "Facility/Property Use Form" to the Superintendent of Schools at least five working days in advance. Any damage to the property shall be paid by the persons or organization that have removed and/or used the property.

All district maintenance and operations vehicles and equipment will not be loaned out for private use of any kind to employees or outside agencies.

Revised: December 12, 2005