



## AP 540 – LOAN OF EQUIPMENT AND/OR MATERIALS

### BACKGROUND

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The division is responsible for all matters relating to its assets including the loan of equipment and/or materials to employees, school parent councils, community associations or other partners.

### PROCEDURES

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1. Equipment and/or materials may be loaned to division employees, school parent councils, community associations or other partners for activities that are not for profit, at times when this equipment is not being used by the division.
2. The process of loaning equipment and/or materials is the responsibility of the school principal or department manager. The decision will be made based on safety risk, risk to the division, the purpose of the request, the length of time the equipment and/or materials are to be loaned, any potential benefit to the division or its students, fairness amongst potential requestors and any other reasonable factors. Materials and/or equipment of high value or that require specialized training or certification should not be loaned.
3. The school principal or department manager will have a document tracking the loan of materials, the borrower and all relevant information pertaining to the loan so that they can fulfill their responsibilities under this procedure.
4. The borrower must return the equipment and/or materials in the same condition as when it was borrowed. The borrower is liable for the cost of repair and/or replacement of equipment and/or materials which are damaged, broken, lost or stolen while in their possession.

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