

## Use of District Equipment

No. 742  
(A) 11-9-15

Portable equipment, including digital cameras, LCD projectors, DVD players, computers, televisions, etc., is available in each building for classroom projects and activities. Equipment is to be used only by or under the direction of faculty members who have been trained in its use; at no time will the equipment be checked out to students.

On occasion, community groups wish to make use of portable equipment. Community groups may do so if equipment is available under the following conditions:

1. The person operating the equipment must be trained
2. Equipment must be checked out, with a signed "Equipment Use" form, after 3:00 pm and returned by designated return date. A fine may be assessed for late return of materials.
3. The group signing out equipment assumes total responsibility for the equipment and total liability.
4. Faculty personnel trained in the use of the equipment may be available to assist community groups. All such arrangements must be made directly between the group and the faculty member.
5. Fees may be assessed for equipment use.