

## **Business Procedures and Non-Instructional Series**

700 Series

### **USE OF SCHOOL PROPERTY AND EQUIPMENT**

Code No. 704.4

The Superintendent of Schools shall establish the necessary regulations governing the use of the school building or school-owned equipment by outside groups. These regulations shall be consistent with the laws of the State of Iowa. The Superintendent shall also set up a schedule of fees for the use of the buildings or equipment; these regulations shall be submitted to the Board of Directors for approval.

The Board will permit school equipment to be loaned to staff members when such use is directly related to their employment, and to students when the equipment is to be used in connection with their studies or extra-curricular activities. Proper controls will be established to ensure the borrower's responsibility for, and return of, all such equipment.

Legal Reference: Iowa Code Sections 29C.12; 98A.2; 98.3; 111A.8; 123.46; 278.1(4);  
297.9-297.11; 300.1.

Cross Reference: Use of School Facilities and all sub-codes  
Loan of School Equipment

Adopted: 04/13/1987  
Revised: 11/15/2010  
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