

## AUTHORIZED USE OF DIVISION-OWNED EQUIPMENT AND MATERIAL

Equipment and materials owned by the ~~school~~ Division will not be loaned or rented to non-school affiliated persons or agencies, with the exceptions of equipment used in association with approved building rentals or designated construction projects.

Exceptions to the above will be at the discretion of the Superintendent or his/her designee. Should an exception be made, it would be with the understanding that a qualified employee of the ~~school~~ Division will supervise the use of the equipment and that his/her services will be paid for by the user at a rate determined prior to equipment use. The use shall be on the further condition that the property shall be returned in as good condition as when released, normal wear and tear excepted.

~~Equipment stolen while in an employee's possession will be reported immediately to the employee's immediate supervisor. If the item is not reported, the employee will be held responsible.~~ Departments and schools should keep an inventory of distributed Division equipment and materials. Any missing or ~~damaged~~ stolen equipment will be reported immediately to the supervisor.

Adopted: July 1, 1993  
Amended: January 26, 2006; May 27, 2010; April 10, 2014  
Reviewed: September 11, 2014

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Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, ~~and~~ 22.1-132, and 22.1-132.01.

~~Acts 2016 e. 647~~

Cross Refs: DN, Disposal of Surplus Items  
GBEC/JFCH/KGC, Tobacco Products and Nicotine Vapor Products  
IIBE, Acceptable Use of Technology  
KF, Distribution of Information/Materials  
KG, Community Use of School Facilities