



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

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**V1 DRAFT REVISION**  
**USE OF SCHOOL EQUIPMENT**

School equipment may be loaned, in compliance with the rules and regulations, to eligible **students, staff, and** community groups for worthy educational, civic, or charitable purposes.

**Staff members may use school equipment when the use is related to their school employment. Students may use school equipment when the equipment is to be used in connection with their studies or extracurricular activities. Loaning to or allowing the use of school equipment by the community is at the discretion of the Principal, with the approval of the appropriate department head, i.e., the Facilities Manager, Assistant Superintendent, Director of Technology, Administrator for Student Services, or the Administrator for Business and Finance.**

Proper controls will be established by the ~~Superintendent~~ **department head** to assure the user's responsibility for, and return of, all school equipment.

Considerations for charges and fees for the use of school equipment are as follows:

- A charge shall be assessed against any borrower in the case of damage to, or loss of, the instrument or equipment.
- No rental or usage fee or rental shall be charged to a student for the use of a school-owned musical instrument, other equipment, or books and supplies.
- A refundable deposit may be levied against a student who is using a school instrument or other equipment on a loan basis, but not for books and supplies.
- Any fees and deposits for the use of school equipment, by students, District staff and Lincoln/Hanscom community groups, shall be set in advance of its use.
- These amounts shall be determined by the Administrator for Business and Finance. ~~- the Superintendent may delegate this determination to the relevant Principals.~~

Adopted at School Committee Meeting of November 6, 1981  
Reaffirmed at School Committee Meeting of November 4, 1985  
Revised at School Committee Meeting of \_\_\_\_\_



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

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**V2 DRAFT REVISION**  
**USE OF SCHOOL EQUIPMENT**

No school equipment may be used for other than school, school related, civic, or educational purposes.

The School Committee shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the equipment is to be used in connection with their studies or extracurricular activities. The Superintendent may also grant permission to use school equipment to responsible community organizations. Proper controls shall be established to assure the borrower's responsibility for, and return of, all such equipment.

The Administrator for Business and Finance and the respective school principal are charged with the responsibility of managing the loan and return of school equipment and for collecting fair and appropriate compensation from the borrower in the event of damage or loss.

Source: Weston Public Schools

Adopted at School Committee Meeting of November 6, 1981  
Reaffirmed at School Committee Meeting of November 4, 1985  
Revised at School Committee Meeting of \_\_\_\_\_



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

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**V3 – MODIFIED MASC POLICY - DRAFT REVISION**  
**USE OF SCHOOL EQUIPMENT**

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations.

Employees may use school equipment when the use is related to their school employment, and students may use the equipment in connection with their studies or extracurricular activities.

Proper controls will be established by the Administrator for Business and Finance and/or designee to assure the user's responsibility for, and return of, all school equipment.

Source: MASC

Adopted at School Committee Meeting of November 6, 1981  
Reaffirmed at School Committee Meeting of November 4, 1985  
Revised at School Committee Meeting of \_\_\_\_\_



Lincoln Public Schools  
Lincoln, MA 01773

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### **USE OF SCHOOL EQUIPMENT**

School equipment may be loaned, in compliance with the rules and regulations, to eligible community groups for worthy educational, civic, or charitable purposes.

No fee or rental shall be charged a student for the use of a school-owned musical instrument, other equipment, or books and supplies. A refundable deposit shall be levied against a student who is using a school instrument or other equipment on a loan basis, but not for books and supplies. The amount shall be determined by the Superintendent.

A charge, determined by the Principal, shall be assessed against any borrower in the case of damage to, or loss of, the instrument or equipment.

Adopted at School Committee Meeting of November 6, 1981  
Reaffirmed at School Committee Meeting of November 4, 1985