



Lincoln Public Schools  
Lincoln, MA 01773

**DRAFT**  
**USE OF SCHOOL EQUIPMENT**

School equipment will be available for use by staff and students on the campus to support educational and extracurricular activities. No fee or rental shall be charged to a student for the use of a school-owned musical instrument, other equipment, or books and supplies, but the Superintendent or designee may assess a charge in the event of damage or loss to the equipment.

Deleted: school principal

Community groups and other organizations that use the school facilities, as specified in Policy KFB, Use of School Buildings, may use the furniture and other basic equipment in the spaces to which they have been granted access. The use of computing and audiovisual equipment in the school buildings by the community groups and other organizations will be allowed at the discretion of the Superintendent, and the Superintendent may levy fees and require deposits for the use of such equipment. The Superintendent or designee may assess a charge in the event of damage or loss to the equipment.

The School Committee wishes to be of assistance, whenever possible, to other town departments. Therefore, permission to use school equipment by other town departments outside of the school grounds may be granted by the Superintendent or designees upon request by those departments. Additionally, the Superintendent or designee may grant permission for the use of school equipment outside of school grounds to support educational and extracurricular activities by students of the Lincoln Public Schools. Otherwise, the use of school equipment outside of the school grounds is not allowed.

Deleted: the

Deleted: s

See also FILE: KFB

Adopted at School Committee Meeting of November 6, 1981  
Reaffirmed at School Committee Meeting of November 4, 1985  
Revised at School Committee Meeting of xxx, 2018



Lincoln Public Schools  
Lincoln, MA 01773

---

FILE: EDC

**File: EDC - AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

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.

School equipment may be utilized by staff when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.

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

SOURCE: MASC August 2016



Lincoln Public Schools  
Lincoln, MA 01773

---

### **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