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Lincoln Public Schools  
Lincoln, MA 01773

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### 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.

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. Use of the Steinway piano at Brooks School Auditorium requires additional authorization, liability forms, and fees.

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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.

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 February 1, 2018

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