

BOARD OF EDUCATION
Franklin Lakes, New Jersey

REQUEST FOR USE OF EQUIPMENT

Name of Person or Organization

Address

Computer Equipment –

Description of Equipment Requested on loan
(include serial number or assigned equipment number)

Date Loaned

Date to be Returned

Signature of person Borrowing Equipment

Telephone Number of Borrower

It is agreed that the above organization or person will be responsible for the care and prompt return of all equipment borrowed. Equipment will be returned to the school in good order. Any and all repairs and/or losses will be the responsibility of the organization or individual borrowing equipment.

Approved by Technology Coordinator
(necessary when a staff member or
organization is borrowing equipment)

Approved by Building Principal
(necessary when a staff member or
organization is borrowing equipment)

Date Equipment Returned
(borrower should notify principal
of equipment return)

Signature of Principal

Reference: Policy #3514
Revised: 1/84, 3/93, 5/11
I would like to take home:

_____ A computer

_____ Other (List any other computer equipment you would like below)

Serial # _____

Location _____

3514 EQUIPMENT

Equipment purchased by the Franklin Lakes Board of Education is intended for support of the educational program.

The Superintendent of Schools shall oversee the maintenance of all district educational and noneducational equipment in safe working condition. No employee or student shall use equipment found unsafe. Equipment use during school hours shall be properly supervised by appropriate teaching staff.

Specific items of equipment may be loaned or rented for community use after a written request is made to and approval granted by the Superintendent of Schools. The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use. He/she shall be responsible for its safe return.

When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the district and shall pay such costs as have been set for his/her hire.

The board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the principal is required for such removal.

Removal of school equipment from school property for personal use is prohibited.

Adopted: June 5, 2001

NJSBA Review/Update: September 2009

Readopted: August 3, 2010