

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 548 – Loan Of Equipment And/Or Materials And Facility Use	
Related LCSDF AP's	AP 547 – Rental Or Lease Of Division Property / Facilities And Related Partnerships	
Form(s)	F 547.1 – Facility Utilization Agreement Form	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175, 343	
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Background

The Division has a responsibility to ensure all equipment purchased with public funds is used for the purpose for which it was intended. Equipment and materials purchased by the Division are to be used for educational purposes only. Use of equipment/facilities is not an entitlement but may be accessed subject to the following procedures.

Procedures

1. Equipment Use

- 1.1 Use of Division equipment or materials by staff requires prior approval of the Principal or immediate supervisor.
- 1.2 The Principal is responsible for establishing and communicating sign-out procedures to ensure inventory maintenance.
- 1.3 Any equipment loaned in such a manner is the responsibility of the employee until the equipment is signed back in. Equipment lost or destroyed while on loan will not be replaced at the expense of the Division.

2. Facility Use

- 2.1 Normally, use of Division building facilities by staff is not permitted unless approved through the facility rental agreement process. In extenuating circumstances, exceptions shall be approved by the immediate supervisor.
 - 2.1.1 Personal use is defined as using part of the facility (e.g. gymnasium, classrooms, band rooms, multipurpose rooms, etc.) for functions not directly related to school's instructional or co-curricular program. Examples of personal use include birthday parties, family gatherings, etc.
 - 2.1.2 Staff may apply to use a facility and its equipment by completing the Facility Utilization Agreement Form (Form 547-1).
 - 2.1.3 Staff using Division facilities will also be subject to procedures outlined in Administrative Procedure 547.