

**Policy**

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EQUIPMENT

The use of the Township of Union School District equipment for personal purposes is strictly forbidden.

The off-premises use of district equipment by employees for school related activities may be approved by the building principal. Such a request shall be in writing giving description, make, model number and serial number, and a copy shall be kept on file in the principal's office. A copy of same shall be sent to the board secretary/business administrator prior to removal of said equipment.

Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used by an approved non-profit organization, i.e., the stage lights and piano in the auditorium, the basketballs in the gym. No district equipment shall be removed from the premises for use by non-district personnel.

Violations of this policy will be brought to the attention of the board of education for appropriate action.

Adopted: June 1999  
NJSBA Review/Update:  
Readopted: March 2012

Key Words

Loaning District Equipment

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:26-12.2 Policies and procedures for school facility operation

**Possible**

**Cross References:** \*1330 Use of school facilities  
\*1410 Local units  
\*3250 Income from fees, fines, charges  
\*3510 Operation and maintenance of plant  
\*3516 Safety  
3530 Insurance management  
4143 Extra pay for extra work  
\*4147 Employee safety  
4243 Overtime pay  
\*4247 Employee safety  
\*5142 Student safety

\*Indicates policy is included in the Critical Policy Reference Manual.