

## **KGA Use of District Personal Property and Equipment**

**KGA**

Requests for use of district personal property or equipment by individuals or outside tax-exempt organizations shall be submitted to the superintendent or the superintendent's designee. Any request shall be granted or denied pursuant to guidelines for using personal property or equipment approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of district personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the district office and will be refunded when the property or equipment is returned in working order.

### **Lost, Stolen, or Damaged Property or Equipment**

No request for use of district personal property or equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any district personal property or equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the district personal property or equipment. If district personal property or equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such school personal property or equipment. The district may also require the purchase of insurance.

### **Personal Use**

No district personal property or equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent or the building principal. No district personal property or equipment shall be used by the superintendent for personal reasons at school or away from its designated location without the prior approval of the board of education president and/or vice president.

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**KGA-2**

Definition

District personal property means any property other than property that is land, buildings, and property that is physically attached to land or buildings which is owned by or under the control of the school district.

Approved: 09/12; 02/22; 07/22

**USD 339, Jefferson County North**  
**SCHOOL PERSONAL PROPERTY AND EQUIPMENT USE PERMIT (KGA)**

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This permit authorizes use of the district personal property or equipment as listed. The person to whom this permit is issued (hereafter "Permittee") agrees to accept responsibility for care of the equipment and compliance with school board policy KGA as well as IIBG if Permittee is a student or employee of the district.

As a condition of use, Permittee agrees to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in Permittee's possession. If school equipment is returned damaged beyond normal wear and tear of acceptable use, Permittee agrees to reimburse the district for the cost to repair such equipment. No district reimbursement shall be assessed to Permittee for normal wear and tear of the equipment commensurate with acceptable use under policy KGA and policy IIBG if Permittee is a district student or employee.

Permittee Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Group or Organization Represented, if any: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Insurance and Other Special District Requirements for Use: \_\_\_\_\_

Deposit Date and Amount Paid, if any: \_\_\_\_\_

This form must be signed by the permittee and presented to the person responsible for the equipment on the date(s) shown. Please read all the provisions and guidelines related to this agreement. I have read the School Personal Property and Equipment Use Permit above and relevant policies thereto, and I agree that I will be responsible to see that there is full compliance with them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved User (Permittee)

Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Checked out by: \_\_\_\_\_ Date: \_\_\_\_\_

Checked in by: \_\_\_\_\_ Date: \_\_\_\_\_

1st copy: Permittee's copy  
2nd copy: District office

Approved: 9/12; 02/22; 07/22