



Administrative Procedure 7080

Use of Equipment in Schools by Outside Organizations

Board Governance Policy Cross Reference: [1](#), [13](#), [14](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: September 2011

Amended: May 2019

The use of equipment in schools by outside organizations is approved on the following basis:

- School Leaders are authorized to allow the use of equipment free of charge to outside organizations affiliated with the school community, provided the group makes no charge for the activity undertaken in the school and the use of the equipment is on an infrequent basis; or
- If the outside organization bears no direct affiliation with the school community, or charges the persons participating in the activity at the school, or wishes to use the equipment regularly, the outside organization shall be required to provide its own equipment; or the School Leader shall be authorized, at his/her discretion, providing for rental of such equipment at rates in keeping with charges made by other institutions in the City of Brandon.

Principles

- The requirements of school programs for the use of school equipment shall be priority over all other programs.
- Items to be considered under this procedure shall be those items normally purchased by the school through its instructional supply budget. Items such as chairs, coat racks and fixed equipment generally supplied to the school through the capital budget shall not be regarded as “equipment” for purposes of this procedure.
- Requests for use of equipment in specially equipped classrooms or for specialized facilities (e.g. science labs, computer labs, industrial arts/home economics/vocational facilities, etc.) shall be referred to the Division Office for consideration.

School's Responsibility

- It shall be the responsibility of the School Leader to decide whether to provide equipment to an outside organization is in the school's best interest.
- When a school allows an outside agency the use of a particular piece of equipment which it subsequently finds has a priority use in the school, it will be the school's responsibility to notify the outside agency and reach agreement on the utilization of the equipment.
- It shall be the school's responsibility to ensure that the charges levied to use the equipment are paid to the school. It is recommended that charges be payable in advance of the use of equipment.
- It shall be the school's responsibility at all times to ensure that the community use of the facility is covered by an agreement with the City of Brandon.
- Schools shall be responsible for arranging all repairs and regular maintenance of the equipment.

Responsibilities of the Outside Agency

- The outside agency shall assume total responsibility for the equipment during the time that it is in its possession.
- Willful damage, damage resulting from accident while in the care of the agency, or misuse of the equipment shall be regarded as sufficient cause to discontinue use of the equipment.
- Where damage to the equipment or facility is determined to be a responsibility of the outside agency, the agency shall assume costs for repair or replacement.
- The outside agency is responsible to ensure the equipment does not leave the Division facility.