

### 541 - USE OF DIVISION OWNED PROPERTY

#### Background

The Division maintains property to facilitate the instruction of students and for the efficient operation of the school system. Property of the Division is not intended to provide service to individuals, groups or organizations, to compete with existing businesses, or to provide service for business or commercial purposes except as provided for in this procedure.

#### Procedures

1. A principal may loan out/rent school equipment for teacher or community use, providing application has been made on the appropriate form (see Forms Manual).
2. Audiovisual equipment may be made available to the community through the Instructional Media Centre (IMC) provided application has been made on the appropriate form. An appropriate fee, as determined by the IMC will be levied for this purpose. (See Appendix I – Schedule of Fees)
3. Printing, duplication, laminating, and fax services shall not be available to the public except in the operation of schools or the Division, or as approved by the principal or the Division Office administrator.
4. In the case of doubt of the appropriateness of a request for use of Division-owned property, requests should be referred to the Superintendent or designate.

Reference: Section 60, School Act