



Borrowing of School Equipment for Private Use Policy

ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Borrowing of School Equipment for Private Use Policy

PURPOSE OF THE POLICY

This Policy describes the guidelines for the borrowing of School equipment for private staff use.

POLICY

Staff may wish to use School equipment and facilities for private purposes from time to time.

It is acknowledged that the priority in all cases is that the equipment and facilities are available in good condition for the primary purpose of teaching or providing facilities for students.

PROCEDURE

All requests for borrowing school property are to be directed to the Facilities and Services Manager (e.g. tables, chairs, marquees, etc).

Conditions for Borrowing School Equipment for Personal Use

Staff may wish to use School equipment and facilities for private purposes from time to time. The School permits occasional use under the following conditions:

1. Permission is to be sought from the Facilities & Services Manager.
2. All equipment to be taken for home use must be 'signed out' by the borrower. The sign-out book is in the Facilities & Services Manager's office.
3. During the school term, equipment may only be signed out overnight during the week; and on weekends, from the end of the school day on Friday to the beginning of the school day on Monday.
4. Special arrangements must be made with the Facilities & Services Manager for borrowing during the school holidays.
5. All equipment is to be returned on the due date and return is acknowledged by signing the 'returned' column of the sign-out book.
6. Any damage to equipment is to be reported to the Facilities & Services Manager as soon as possible.
7. A copy of the borrower's driver's licence is required for the file.
8. The borrower must not on-lend the equipment to another person.
9. By signing out equipment, the borrower accepts the following:
 - That the borrower is responsible for the security of the equipment while it is in their keeping
 - That the School is not liable for accident or damage in the process of such use
 - That any damage to borrowed equipment is the responsibility of the borrower who will be required to pay for any repairs
 - That the borrower is responsible for the replacement of any equipment should the damage render the equipment inoperable
 - That occupational health and safety guidelines are to be followed
 - That where there is any cost to the School of using the equipment or facilities, that there be a prior agreed reimbursement, and
 - Borrowing is a privilege and requests may be refused if circumstances dictate.



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POLICY RELEASE DETAILS

Date of Policy	September 2011
Reviewed by	RGGS Executive
Review Date	Biennially
Access	Public Availability – RGGS Website

RELATED POLICIES AND DOCUMENTS

RGGS Staff Handbook