

**SUBJECT: BOCES OWNED CAPITAL EQUIPMENT LOANED FOR TEMPORARY USE TO A COMPONENT SCHOOL DISTRICT**

The District Superintendent is authorized to develop regulations to loan BOCES owned capital equipment to local component school districts for their temporary use, provided the following conditions are met:

- a. Equipment is used solely for school district business.
- b. The use of the equipment is supervised by a qualified person employed by the borrowing school district.
- c. The district assumes full responsibility for the safe operation of the equipment.
- d. The equipment must be returned to BOCES in the same condition as it was when loaned to the school district.
- e. Any expenses incurred in repair or maintenance of the equipment while on loan will be the responsibility of the local school district.
- f. The equipment can be loaned only when not in use by BOCES, and/or previously scheduled for use by a BOCES program.
- g. The district pays any additional costs for transporting the equipment.

Any district wishing to borrow BOCES equipment for temporary use must do so in writing, which requires the signature of the Chief School Officer of the requesting district.

**Adopted: January 9, 2002**