

**ADMINISTRATIVE  
DIRECTIVE**

<b>Administrative Directive Title:</b> <b>Borrowed or Rented Equipment and Supplies</b>	<b>AD Number:</b> <b>3.300.1</b>	<b>Adopted:</b> November 2024
<b>Policy References:</b> <a href="#">Board Policy 3.300</a> – Equipment and Supplies Management		<b>Revised:</b>

1 Any request for use of school equipment in conjunction with the use of facilities shall be included  
 2 in the request for use submitted to the office of the principal. Use of school facilities does not  
 3 include the use of equipment unless specifically permitted. A determination will be made whether  
 4 to assess any additional costs for use of such equipment. Any request for use of district equipment  
 5 shall be submitted to the Assistant Superintendent of Operations.

6 Special school equipment (i.e. stage equipment) may require assistance of school employees who  
 7 are trained for the use of such equipment as determined by the principal.

8 **PROPER CONTROLS**

9 All borrowed or rented equipment shall be identified in writing prior to use and include a  
 10 description of the condition of the item, the anticipated length and purpose of use, and contact  
 11 information of the user. Depending on the item borrowed or rented, the principal or Assistant  
 12 Superintendent of Operations shall identify any applicable limitations of use prior to transfer of  
 13 the item. The principal or Assistant Superintendent of Operations will be responsible for ensuring  
 14 that either the equipment owner provides proof of adequate insurance or that the district will  
 15 arrange for additional coverage through its own insurance provider. This includes coverage for  
 16 damage to the equipment or supplies, as well as any liability for injuries or damages resulting from  
 17 the use of the equipment.

18 **MONITORING AND RETURNS**

19 The individual lending the property shall be responsible for monitoring all borrowed or rented  
 20 property and maintaining logs to ensure the property is returned as scheduled and in appropriate  
 21 condition. If any equipment is not timely returned or returned in a damaged condition, the  
 22 individual lending the property shall immediately notify the Finance Director



## Request to Borrow or Rent District-Owned Equipment or Supplies

Individuals requesting to borrow/rent property from Murfreesboro City Schools must complete and return this form to the school principal or Assistant Superintendent of Operations within two (2) weeks prior to the requested date of use. Approval shall be given before the use of any district owned equipment or supplies. If approved, the school district will issue an invoice if a fee is assessed.

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Estimated Duration of Use: \_\_\_\_\_

Equipment/Supplies Needed: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

By signing this request, the requestor agrees to return all borrowed items in the same condition as when borrowed. If any damages are sustained to the borrowed item, the requester will bear the responsibility of reimbursing Murfreesboro City Schools for any damages. Requestor understands that the school district reserves the right to cancel or reschedule the use at any time.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date