

**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5375

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CATEGORY: **Support Services, Material Resources**

EFFECTIVE: **1-29-62**

SUBJECT: **Use of School Equipment by District Personnel Away from School Premises**

REVISED: **4-29-99**

**A. PURPOSE AND SCOPE**

1. To outline administrative procedures for use of school equipment by district personnel *away from school premises.*
2. **Related Procedures:**
  - Civic Center use of buildings, ground, and equipment ..... 9205
  - School clubs, general ..... 6240

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: D-5000, G-4500, I-1200, K-4000, K-4010, K-4020.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Educational and School Services Department, Institute for Learning.
2. **Regulations**
  - a. **Personal use of school equipment is prohibited.** Such equipment may be used *only* in connection with school projects.
  - b. **Scheduling use of equipment**
    - (1) The regular school program shall have first priority on the use of San Diego Unified School District equipment.
    - (2) Personnel removing equipment must coordinate removal to ensure that such equipment is available for school use during regular school hours.
    - (3) School equipment must be returned promptly by the agreed date and time.
  - c. **Responsibility.** Personnel removing school equipment from the school grounds are solely responsible for the safekeeping of all equipment and its return in good working order.
3. **Unauthorized use of district equipment** includes the following:
  - a. Aiding any religious purpose or denominational doctrine or instruction.

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- b. Any public meeting or entertainment that discriminates on the basis of race, religion, creed, color, marital status, veteran status, sex, sexual orientation, national or ethnic origin, age, or disability.
- c. Any use that could result in damage to equipment.
- d. A meeting of any group whose purpose is to overthrow the government of the United States or that of the State of California.
- e. Use for personal gain or any type of business activity.
- f. Other uses prohibited by law.

#### **D. IMPLEMENTATION**

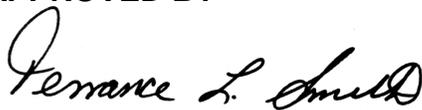
- 1. **Employee** completes application for use; submits to site principal (or designee) at least 24 hours prior to requested time for checking out equipment.
- 2. **Site principal (or designee)**
  - a. Reviews and signs form, indicating approval or disapproval; retains form until return of equipment.
  - b. Upon return of equipment, inspects equipment for damage and completes appropriate section of form.
    - (1) If undamaged, gives completed form to employee who used equipment.
    - (2) If damaged, retains completed form until damaged equipment is repaired or replaced, as appropriate.

#### **E. FORMS AND AUXILIARY REFERENCES**

- 1. San Diego Unified School District employee application and permit for use of school property, site-prepared form (Attachment).

#### **F. REPORTS AND RECORDS (See D.)**

#### **G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education