

**AUTHORIZED USE OF  
DIVISION-OWNED EQUIPMENT AND MATERIAL**

Equipment and materials owned by the Division will not be loaned or rented to non-school affiliated persons or agencies, with the exceptions of equipment used in association with approved building rentals or designated construction projects.

Exceptions to the above will be at the discretion of the Superintendent or his/her designee. Should an exception be made, it would be with the understanding that a qualified employee of the Division will supervise the use of the equipment and that his/her services will be paid for by the user at a rate determined prior to equipment use. The use shall be on the further condition that the property shall be returned in as good condition as when released, normal wear and tear excepted.

Department and schools should keep an inventory of distributed Division equipment and materials. Any missing or damaged equipment will be reported immediately to the supervisor.

Adopted: July 1, 1993  
 Amended: January 26, 2006; May 27, 2010; April 10, 2014; April 16, 2020; June 11, 2020  
 Reviewed: September 11, 2014  
 Equity Review: April 16, 2020; June 11, 2020

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Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132, 22.1-132.01

Cross Refs: DN, Disposal of Surplus Items  
 GBEC/JFCH/KGC, Tobacco Products and Nicotine Vapor Products  
 IIBE, Acceptable Use of Technology  
 KF, Distribution of Information/Materials  
 KG, Community Use of School Facilities