

## **AUTHORIZED USE OF SCHOOL OWNED MATERIALS**

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use the school equipment may be granted by the Superintendent/Principal upon request by responsible parties or organizations.

School equipment may be used by staff members, when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent to assure the user's responsibility for, and return of, all school equipment.

Adopted May 3, 2004

Granby Public Schools – 2004