

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

FURNITURE OR EQUIPMENT NOT FUNDED BY THE BOARD

AG 23.0
NPS 5-99

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to receive and accept furniture or equipment that is donated, purchased or rented by outside sources, subject to the following regulations.

REGULATIONS:

1. Approval

A School or an Outside Source may be allowed to place or install in the school, in the playground or administration office, furniture or equipment not funded by the Board conditional upon receiving prior approval from the appropriate Supervisory Officer.

The request for approval shall be made using the prescribed form. Furniture or equipment with an estimated value of \$200 or less will be exempt from such approval unless it has been modified from its original state or is considered a health or safety hazard.

2. Purchase of Furniture or Equipment

Any furniture or equipment purchased either jointly or individually by a School or an Outside Source (School Councils, Parent Committees, Student Councils, Service Clubs, etc.) shall:

- a. become the property of the Board;
- b. appear on School or Board inventory records;
- c. be covered by Board insurance;
- d. be serviced, repaired, replaced, removed and disposed of in conformity with Board practice;
- e. be installed in conformity with the manufacturer's specifications where applicable. (Playground equipment shall be installed by the manufacturer or the installation shall be supervised by the manufacturer's representative.)

3. Rental of Furniture or Equipment

Any furniture or equipment rented either jointly or individually by the School or an Outside Source (School Councils, Parent Committees, Student Councils, Service Clubs, etc.) shall:

- a. remain the property of the lessor;

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

FURNITURE OR EQUIPMENT NOT FUNDED BY THE BOARD

**AG 23.0
NPS 5-99**

- b. be insured by the lessor or the lessee in accordance with the terms and conditions of the rental agreement.

In addition, the lessee shall:

- a. be responsible for upholding all of the terms and conditions of the rental agreement;
- b. hold the Board harmless from losses due to damage while the furniture or equipment is in use or from theft or vandalism.

Replaces former Board D26



**REQUEST FOR APPROVAL TO PLACE OR INSTALL
FURNITURE OR EQUIPMENT NOT FUNDED BY THE BOARD**

School Use

School: _____	
Description of Furniture or Equipment: _____ _____ _____	
Date manufactured: _____	
Condition: _____	
Intended use: _____	
Estimated cost: _____	
Health or safety concerns: _____	
Donor: _____	
_____ 20____ Date	_____ Principal's Signature

Office Use

I hereby authorize this furniture <input type="checkbox"/> equipment <input type="checkbox"/> to be placed in the school.		
_____ 20____ Date	_____ Superintendent's Signature	

- c. Purchasing Department
 Computer Department for all information technology equipment