

<b>LAKE FOREST BOARD OF EDUCATION</b>	<b>Last Reviewed: January 25, 2024</b>
<b>Board Policy: EDB</b> <b>Page 1 of 1</b>	<b>Next Review: January 25, 2027</b>

## **MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT**

The Lake Forest School District building or program administrator will ensure that proper records are kept for all property owned by the school/program that is considered “on loan” to any group or individual. Records will include the issuance of property to the school or departmental program.

All school-owned equipment for activities will be issued at the beginning of each season and returned at the designated time. Complete records will be kept on all such equipment. Schools and staff members may be held responsible for lost items they issue providing that a thorough investigation of the facts relating to the loss has been conducted.

At least once a year, staff will conduct an inspection of materials and supplies. Fines will be imposed for damages resulting from carelessness and unwarranted use. No fines will be imposed without the approval of the Building Administrator.

Property of the District will not be loaned to staff or any school related group unless an official receipt is signed by the borrower. A deposit may be required, as determined by the Building Administrator, the Central Business Office, or the Superintendent.