



Loan of Equipment Policy

Policy Statement

Teaching and learning opportunities for Moreland District staff and students can be enhanced by Moreland Education Foundation (MEF) lending equipment for school related purposes. Similarly, relationships with groups and organizations can be strengthened by MEF making equipment available for community use.

Purpose

- to enhance teaching and learning opportunities for staff and students
- to strengthen relations with school community groups and organisers

Implementation

Staff members and school related organization may borrow specific items of equipment for the purpose of school related events but must complete a MEF Equipment Request Form.

Conditions of Borrowing

The borrower acknowledges that the equipment borrowed:

- is the property of the MEF
- was despatched from the MEF in good condition
- the borrower must accept all responsibility in the safe and appropriate operation of such equipment

During the period the equipment is in their care, the borrower consequently agrees to:

- keep the equipment in good order, ensuring no physical damage occurs
- use the equipment only for the agreed upon event
- return the equipment to MEF in clean and good condition by the return date stipulated

In the event that the equipment is lost or stolen, and MEF will need to purchase replacement equipment of similar type. The borrower agrees to reimburse MEF for the cost of this replacement equipment.

In the event that the equipment is returned in a damaged state, the borrower agrees to reimburse MEF for the cost of repairs.