



File KDD

COMMUNITY USE OF FOLDING CHAIRS

The Board of Trustees recognizes the importance of supporting activities of the community. Service clubs and other Group I Organizations, (see policy file KD), may benefit from the availability of folding chairs for functions held in the School Division.

The Division will support the loan of folding chairs under the following conditions:

1. School programs will have first priority on the use of folding chairs.
2. The responsibility for the pick-up and return of the chairs rests with the group. Chairs must be properly transported, stored, and returned in the same condition as received.
3. Chairs are to be returned to the site specified.
4. Requests must be submitted in writing, indicating the name of the group and the individual responsible for the chairs.
5. The borrower is responsible for obtaining insurance coverage for the chairs.
6. The borrower must accept responsibility for the cost of replacement or repair of damaged, lost, or stolen chairs, not covered by the borrower's insurance coverage.
7. Chairs must be returned within 36 hours, unless alternative arrangements are approved by the Supervisor of Operations.
8. The chairs must not be used for personal gain or any type of business activity.
9. A nominal fee, to be set annually by the Board, will be assessed on a per chair basis. The revenue will be allocated to a chair replacement fund.
10. The nominal fee is intended to cover the 36 hour time period.

Folding tables will not be available for loan.

The Board reserves the right to decline a request to borrow chairs and to revise or waive the nominal fee.

The nominal fee is payable in advance. A damage deposit may be required.