

# Nash PTA Equipment Use Policy

- 1) Any Nash group may request to use Nash PTA equipment provided:
  - a. The Nash PTA is not using the equipment during the time being requested.
  - b. The organization's general mission must be to provide educational or enrichment activities that benefit members of the Nash community.
- 2) The Nash PTA must be able to state its intent to use the equipment within one week of a school-wide event.
  - a. Intent is to allow other groups to request the use of the equipment if the PTA does not intend to use it during the final week of preparation before a scheduled event.
  - b. If a group wishes to use the equipment for a private event being held at Nash, they may make a request at any time.
- 3) If multiple organizations request to use the equipment for a school-wide event the following procedure will be used to determine who gets to use the equipment:
  - a. Any group that has not used the equipment at a previous school-wide event will take precedence over a group that has had prior use of the equipment, or the group that has waited the longest interval among requesting groups shall be awarded the usage rights.
  - b. A raffle/drawing system shall be used to determine which of the remaining eligible organizations will be awarded usage rights.
- 4) If an organization that has been awarded usage rights backs out, they must notify the event committee so as to be able to allow other organizations the opportunity.
  - a. The organization that backs out will be considered as "having used the equipment" for purposes of establishing priority for usage at future events.
- 5) The group wanting to use the equipment shall be responsible for all costs associated with the use of the equipment and will provide all needed supplies.
  - a. The organization using the equipment will be financially responsible for any damage to the equipment and is responsible for making sure the equipment is returned in a clean and usable condition.
    - i. Normal wear and tear will not be accessed as damage to the organization.