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.