

**KGA Use of Interlocal Personal Property and Equipment**

**KGA**

Requests for use of interlocal equipment by individuals or outside organizations shall be submitted to the director. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the director and approved by the board. The director may establish a deposit or requirement for the purchase of insurance for use of interlocal equipment before it is removed from the interlocal grounds or other interlocal property. The deposit will be paid to the administrator and will be refunded when the equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of interlocal equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the interlocal fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If interlocal equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment. The interlocal may also require the purchase of insurance.

Personal Use

No interlocal equipment shall be used by staff for personal reasons at the interlocal or away from its designated station without the prior approval of an administrator.

Adopted: Interlocal Board #638, Butler County, KS - 1/25/2016