

Administrative Procedure 3024

Repair of Privately Owned Items

Privately owned items are not to be repaired in buildings or on property owned by School District No. 71 (Comox Valley) without the prior approval of the school principal, or supervisor concerned, who shall require that the following waiver shall be completed prior to granting the approval. The waiver form witnessed and approved by the Principal/Supervisor, shall be kept on file by the principal/supervisor in a secure place.

WAIVER (Delete non-applicable phrases)

To be signed by the owner if not a minor.

To be signed by the owner and his/her parent or guardian if the owner is a minor.

In recognition of _____ (being allowed to carry out repair work)
_____ (having repair work performed by staff/students)

on the premises of the _____ School,

to the _____ owned by me, I hold the
(description of article)

Board of Education, its pupils and its employees harmless for any loss that may occur to that article of property, whether by fire, theft, accidental damage, poor workmanship or any other reason.

I recognize that it is my responsibility to provide insurance coverage for my own property if I deem such coverage to be necessary.

Signed _____ Owner _____

Parent or Guardian if owner is a minor _____

Date _____

Witnessed and Approved _____
Principal/Supervisor