

Baker School District 5J

Code: **KGF-AR**

Revised/Reviewed: 5/21/02

Orig. Code(s): KGF-AR

District Equipment List/Equipment Use Request

There are no fees charged for equipment use. In the event of any damage, a fee will be determined according to repair or replacement costs. Equipment may not be used during school operational hours and at no time shall equipment use exceed a 72-hour period. The use of district equipment must be approved by the appropriate administrator and an "Equipment Use Request" must be signed.

Baker School District 5J
EQUIPMENT USE REQUEST

Date: _____

_____ requests the use of _____
(Organization or individual)

_____ (equipment desired)

on _____ from _____ (a.m./p.m.) to _____ (a.m./p.m.).
(date)

The purpose of the use is for: _____

Equipment will be returned on _____ at _____ (a.m./p.m.).
(date)

Charges will be \$ _____, and will be paid by _____.

It is agreed that the part or parties using the school equipment will exercise care in protecting school property and in the event damage results, an adjustment will be made for repair or replacement.

Signature of individual/organization representative

Name/Address of User(s): _____

Phone number: _____

Approved by: _____

Staff Member Responsible for Equipment

Date: _____

I have reviewed the returned equipment and find: (Check One)

- It is in good working order with no apparent change.
- A damage charge should be assessed.

Staff Member Responsible for Equipment

Date