

# Clatskanie School District 6J

Code: **KGF/EDC-AR(2)**  
Revised/Reviewed: 5/08/12; 5/06/13  
Orig. Code(s): KGF/EDC-AR(2)

## Authorized Use of District Equipment and Material School District Property - Check Out Form

### BORROWER'S INFORMATION

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### EQUIPMENT BEING CHECKED OUT

District Equipment Number: \_\_\_\_\_

Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Model Number: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_

Date Returned to School: \_\_\_\_\_

Initialed after returned: \_\_\_\_\_

### GUIDELINES PER SCHOOL DISTRICT POLICY

Any district employee intending use of school property off school district premises will use the following guidelines:

1. Obtain authorization from the district superintendent.
2. Equipment will be used for professional use only, not for financial gain.
3. Be responsible for placing the equipment in the area to be used.
4. Be responsible for any charges incurred during the use of such school district equipment (such as unauthorized or personal telephone calls on cellular phones).
5. Be responsible for repairing and/or paying for damaged equipment or replacing lost, stolen or destroyed equipment.

I understand, agree to, and meet the requirements and conditions as listed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

DISTRIBUTION: Original - Business Office Copy - Building where Equipment borrowed from Copy - Equipment Borrower