

Dayville School District 16J

Code: **KGF-AR**
Revised/Reviewed: 2/13/96; 11/08/11
Orig. Code(s): KGF-AR

Equipment Use Request

DATE: _____

(Organization or Individual) _____ requests the use of (equipment desired) _____

(date) _____ from _____ to _____.

The purpose of this use is for: _____

Equipment will be returned on _____ at _____.

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

It is agreed that the party 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)

(Superintendent)

Date: _____

I HAVE REVIEWED THE RETURNED EQUIPMENT AND FIND: (Check One)

_____ It is in good working order with no apparent damage.

_____ A damage charge should be assessed.

(Superintendent)