

Douglas County
School District 15

Code: **KGF-AR**
Revised/Reviewed: 10/08/03; 5/18/15
Orig. Code(s): KGF-AR

Equipment Use Request

Date application filled out: _____

Sponsored Group/Organization: _____

Equipment desired: _____

Purpose for which equipment will be used: _____

Date equipment needed: _____ Time: _____

Date equipment will be returned: _____ Time: _____

Person returning equipment: _____

This equipment must be returned to the school in the same condition it was borrowed. If damages occur during use, the person/persons borrowing the equipment will be expected to financially reimburse the district at replacement cost.

Remarks: _____

I have read the above and will assume responsibility for abiding the same.

Signature of person requesting equipment

Date signed

Signature of superintendent

Date signed

Approved Not approved Rental Fee or deposit (if charged): _____