

Elgin School District 23

Code: **KGF-AR**
Adopted: 6/19/90
Revised/Readopted: 5/13/98; 8/18/98; 8/19/13
Orig. Code(s): KGF-AR

Equipment Use Regulations

Equipment Release

Organization: _____ Individual: _____

Address: _____ Phone #: _____

Equipment desired: _____

Date needed: _____ Time: _____ Return time: _____

Guidelines:

The district overhead projectors, movie projectors, slide projectors and tape recording equipment are available for use by various groups and individuals contingent upon adherence of the following guidelines:

1. School related activities receive first use priority;
2. The noted equipment may not be taken outside the district boundaries;
3. An individual must assume responsibility for the loaned equipment. The individual assuming responsibility agrees to pay for repair or replacement of equipment lost or damaged while in his/her care;
4. The district administration may revoke the privilege of use of district equipment to any group or individual when in their judgment the best interest of the district is not being met.

I understand the guidelines above and assume full responsibility for the listed equipment.

Signature

Date