

Glide School District 12

Code: KGF-AR
Adopted: 3/25/91

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 #: _____

Approved by: _____
(Staff Member Responsible for Equipment)

(Building Principal)

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.

(Building Principal)