

**Harney County  
School District 3**

Code: **KGF-AR(1)**  
Revised/Reviewed: 11/09/04  
Orig. Code(s): KGF-AR

**Equipment Use Request**

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

\_\_\_\_\_ (Organization or individual) requests the use of \_\_\_\_\_

\_\_\_\_\_ (Equipment desired) from \_\_\_\_\_ to

\_\_\_\_\_ (Date(s)).

The purpose of this use is for: \_\_\_\_\_

Equipment will be returned on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time).

Charges will be \$ \_\_\_\_\_, and will be paid by \_\_\_\_\_ (Name of party) on or before \_\_\_\_\_ (Date).

It is agreed that the party or parties using the district equipment will exercise care in protecting district 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)

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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)