

Knappa School District 4

Code: **KGF-AR**
Revised/Reviewed: 8/18/03; 8/19/13
Orig. Code(s): KGF-AR

District Equipment List/Equipment Use Request

There are no fees charged for equipment use. In the event of excessive damage, a fee will be determined according to repair or replacement costs. Equipment not specifically listed below will be for official school use only. Equipment may not be used during school operational hours and at no time shall equipment use exceed a 72-hour period. The use of district equipment must be approved by the appropriate administrator and an Equipment Use Request must be signed.

Equipment

Special Conditions

Portable Public Address System (Mike)	None
Overhead Projector	None
Folding Tables	None
Chairs	None
Weight Lifting Equipment	Not to be removed from the facility

EQUIPMENT USE REQUEST

Date: _____

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

_____ 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) Phone Number

Name/Address of User(s): _____

Approved by: _____
(Staff Member Responsible for Equipment)

(Principal)

=====
Date: _____

I HAVE REVIEWED THE RETURNED EQUIPMENT AND FIND:

- It is in good working order with no apparent damage.
- A damage charge should be assessed.

Principal: _____