

Mapleton School District 32

Code: **EDC/KGF-AR**
Revised/Reviewed: 7/12/01; 12/18/13

Equipment Use Request

Date: _____

_____ requests the use of _____
(organization or individual) (equipment requested)

_____ from _____ to _____.

The purpose of this use is for: _____

Equipment will be returned on _____ (date) at _____ (time).

It is agreed that the party or parties using the school equipment will exercise care in protecting school property and in the event of damage, an adjustment will be made for repair or replacement.

Transportation of borrowed equipment will be the user's responsibility.

Equipment is subject to the following school Board regulations.

1. Equipment shall not be used for private financial gain.
2. There must be no conflict with regular school use.
3. A responsible adult must be in charge.
4. Equipment will be checked out and returned to the staff person who issued the items.

_____ Phone Number: _____
(signature of individual/organization representative)

Name/Address of User(s): _____

Approved by: _____
(staff member responsible for equipment)

Supervisor's Signature _____

Date Returned: _____

I HAVE INSPECTED THE RETURNED EQUIPMENT AND FIND: (Check One)

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

Supervisor's Signature _____