

# Mapleton School District 32

Code: **KGF/EDC-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** \_\_\_\_\_