North Powder
School District 8J

Code: **KG-AR(2)**
Adopted: 12/19/06
Readopted: 8/23/16
Orig. Code(s): KG-AR

Equipment Use Request

Date: _____

_____ (Organization or Individual) requests the use of _____

_____ (equipment desired)

from _____ (Date) to _____ (Date).

The purpose of this use is for: _____

_____.

Equipment will be returned on _____ (Date) at _____ (Time).

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 Date

Name/Address of User(s): _____

Phone Number: _____

_____

Approved by: _____
Staff Member Responsible for Equipment Date

_____
Superintendent Date

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.

_____
Superintendent Date