

Pleasant Hill School District 1

Code: KGF-AR
Adopted: 1/10/00

Building Use Request

Date: _____

The (organization or Individual) _____ requests the use
of the (equipment desired) _____ (date) _____
from _____ to _____

The purpose of this use is for _____.

Equipment will be returned on _____ at _____
Charges will be \$ _____, and will be paid by _____.

Deposit \$ _____

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)

Name/Address of User(s): _____

Phone Number: _____

Approved by: _____
(Staff Member Responsible for Equipment)

Principal

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.

(Principal)