

# Umatilla School District 6

Code: **KGF/EDC-AR(2)**  
Adopted: 2/11/04

## 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.

<b>Equipment</b>	<b>Special Conditions</b>
Portable P.A. (Mike)	None
Record Player	None
Opaque Projector	None
Overhead Projector	None
Film Strip Projector	None
Movie Projectors	None
Portable Speakers	None
Slide Projector	None
Folding Screen	None
Folding Tables	None
Chairs	None
Coffee Pots	None
Volleyball Nets	None
Bull Horn	None
Choral Risers	None
Platform Risers	None
Weight Lifting Equipment	Not to be removed from the facility
Gymnastic Equipment	Not to be removed from the facility
Football Blocking Equipment	Not to be removed from the facility

EQUIPMENT USE REQUEST

DATE: \_\_\_\_\_

(Organization or Individual) \_\_\_\_\_ requests the use of (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 \_\_\_\_\_.

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: (Check One)

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

Principal: \_\_\_\_\_