

Stanfield School District 61

Code: **KGF-AR**
Adopted: 11/8/94
Readopted: 4/10/08
Orig. Code(s): KGF-AR

District Equipment List/Equipment Use Request

Date: _____

_____ requests the use of
(Organization or individual)

_____ (Equipment desired)

from _____ to _____

For the purpose of: _____

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 occurs, an adjustment will be made for repair or replacement.

(Signature of individual/organization representative)

Name/Address of User(s): _____

Phone: _____

Approved by: _____

(Staff member responsible for equipment)

(Principal)

Date: _____

I have reviewed and returned equipment and find (check one):

It is in good working order with no apparent damage.

A damage charge should be assessed.

(Principal)