

Amity School District 4J

Code: EDC/KGF-AR
Adopted: 2/14/90

Equipment Use Request

Date: _____

_____ requests the use of
(organization or individual)

(equipment desired)

On_(date)_____ from (time)_____ to (time)_____

The purpose of this use is for _____

Equipment will be returned on _____
(date) (time)

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): _____

Approved by: _____
(Staff Member Responsible for Equipment)

Building Principal: _____

Superintendent: _____

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.

(Building Principal)