ABBC-E

Equipment Use Agreement

This agreement is made and entered into on [Insert Today's Date]; between [Insert Requestor's Name and Information] and West Fargo Public Schools.

With this agreement, West Fargo Public Schools authorizes the use of the following equipment: [Insert Specific Equipment] for [Insert Event Information] on [Insert Date and Time].

By signing this agreement, the Requestor indicates that he/she has read, and agrees to abide by, all guidelines in Administrative Policy ABBC-AP, "Noncurricular Use of District Equipment." The Requestor also understands that:

1) **There is no charge for the use of the equipment.**
2) **It is the responsibility of the Requestor to pick up the equipment, and to return it to the same location at the end of the usage period unless otherwise agreed by both parties.**
3) **The equipment must be returned to the District in the same condition that it was in on the day it was received (normal wear and tear excepted). In the event that something does occur, the Requestor will be held liable for replacing and/or fixing the equipment at his/her own expense.**
4) **Any Requestor using school equipment shall, in writing, indemnify and save harmless the School Board, the individual members thereof, and any employees of West Fargo Public Schools, from any loss, damage, liability (including personal injury and death) or expense that may arise during, or be caused in any way by, the possession or use of any equipment.**

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[Requestor]

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[Community Relations Coordinator]

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[Principal and/or Program Director]