



Use of District Technology Equipment Off Site Check Out Form

The Lakewood School District will allow employees to use district-owned equipment off-site on a limited basis. Employees must provide coverage through their homeowners or renters personal property insurance. To check out equipment, please complete the form below.

Employee Name:		Date:
Employee Address:		
Request to Use Equipment From:		To:
Type of Equipment:		
Asset Tag Number:		Manufacturer:
Model:		Serial Number:
Condition of Equipment:		
Personal Insurance Company:		

I agree to the following conditions:

- I will secure equipment from theft and weather
- I will keep the equipment in a locked area
- I will care for the equipment and use it in a appropriate manner

I understand that if I do not adhere to the guidelines, I may be subject to disciplinary action, or be asked to reimburse the district in cases of negligent loss or damage to the equipment. I also understand that it is my responsibility to review my insurance policies to determine the coverage that is included. Policies often do not automatically cover equipment that is lost or stolen from a car.

Indemnification/Hold Harmless: The User shall defend, indemnify and hold the District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, causes of action, losses, costs (including attorney fees), suits or judgments arising out of the use of the District property in connection with this agreement, except to the extent that the acts or omissions arise out of the sole negligence of the district.

Signature of Employee:

Date:

Signature of Supervisor:

Date:

Please send a copy of the completed form to the district office. The original should be filed in the building office.