EDC/KGF-EX
Revised: January, 2024

District Equipment/Materials Use Request Form

Per policy EDC/KGF, prior approval by the Superintendent is required for use of District resources off of District property. Per Administrative Regulation EDC/KGF-AR, prior approval by the department supervisor is required to support community charitable activities on behalf of the District.

Date of Request: _____ Date of Activity: From: _____ To: _____

Organization requesting to access equipment/materials: _____

Name of Responsible Organization Representative: _____

Name of Responsible District Staff Member: _____

Specific Charitable Activity: _____

Location: _____ Specific time(s): _____

Specific Equipment/Materials need to use from the District (tv, computer, cords, rooms, tables, etc.):

_____

Guest WiFi: Is it needed for the presentation: _____

Website Link for any ideas to be Viewed: _____

Estimated Cost for Equipment Use (Fuel, Maintenance, Wear/Tear/Depreciation, other): _____

Name of Individual who calculated cost: _____

Signature: _____ Date: _____

Comments/Instructions: _____

_____

_____

Agreement/Approval Signatures:

Site/Department Supervisor: _____ Date: _____

Organization Representative: _____ Date: _____

Superintendent: _____ Date: _____

Signed copies to: Organization Representative, Site/Dept Supervisor, Finance Office

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Final Cost for Equipment Use (Fuel, Maintenance, Wear/Tear/Depreciation, other): _____

Receipt Provided By: _____ Paid Date: _____