



## Remsen Teacher Resource Center 2024-2025 Equipment Sign-out Form

Name:	
Date borrowed:	
Date returned:	
Item(s) borrowed:	

The Remsen Teacher Resource Center (RTRC) has equipment that staff can borrow for professional use. Since there are limited quantities of equipment, there is a need to be sure that all staff have access to this equipment. To ensure the equitable access and use of this equipment, the following policies are established:

1. Any piece of equipment can only be signed out for use by a team member for 14 days unless discussed with the RTRC Director.
2. Each team member who plans to use the RTRC equipment must complete a sign out form prior to removing equipment from the RTRC.
3. The team member who signs out the equipment assumes the responsibility for its return.
4. No piece of equipment may be altered in any manner.