

Regulation

COMMUNITY RELATIONS

1008.1

DISTRICT EQUIPMENT PROPERTY USE REQUEST FORM

1. NAME OF GROUP/ORGANIZATION: _____
2. NAME OF CONTACT: _____ Phone #: _____
3. ITEM BEING REQUESTED: _____
4. INDIVIDUAL MAKING REQUEST: _____
5. DATE OF REQUEST: _____
6. LOCATION TO BE USED: _____
7. PURPOSE: _____

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7. DATE NEEDED: _____ RETURN DATE: _____

I understand the items requested are the property of the Waterville Central School District and take full responsibility for the safeguarding of the equipment while on loan to me or my organization. Should any damage occur it will be reported immediately to the school district and costs necessary to repair or replace items damaged or not returned will be the responsibility of me and/or my organization.

Signed: _____ Date: _____

APPROVED

DENIED

SIGNATURE: _____ DATE: _____

TITLE: _____

Waterville Central School District

Approved by Superintendent: 12/13/13, 01/08/19, 10/12/21