

Port Orford-Langlois School District 2CJ

Code: KG-AR(2)

Adopted: 5/10/88

Readopted: 6/8/04

Orig. Code(s): KG-AR(2)

Is this used? Keep or remove as necessary

Equipment Use Request

Date _____

The (organization) _____

requests the use of (equipment desired) _____

on (date) _____

from (time) _____ to _____. The purpose of this use is

for _____.

Equipment will be returned on or about (time) _____
_____ (date)

Charge will be \$_____
_____, and will be paid by (organization) _____

It is agreed that the party or parties using the district equipment will exercise every care in protecting district property and, in the event damage results, an adjustment will be made for repair or replacement.

Organization Representatives _____

Signatures

Name and address of users: _____

Approved: By staff member responsible for the equipment and superintendent or designee.

Staff Member

Superintendent or Designee