

COMMUNITY USE OF SCHOOL FACILITIES
(Equipment Use Request)

Date _____

Organization/Individual Requesting Use

_____ (organization and individual) requests the use of _____ (equipment desired) on _____ (date) from _____ a.m./p.m. to _____ a.m./p.m.

Purpose of Use

The purpose of this use is for: _____

Charges will be \$ _____.

It is agreed that the individual and organization using the school equipment will exercise care in protecting school property and in the event damage results, agrees to reimburse the district for repair or replacement of the equipment at the district's discretion.

Name of user(s): _____

Address: _____

Phone number: _____

Signature of Representative of User Group and as Individual

Date

Superintendent/Designee Signature

Date

Evaluation of the Returned Equipment

Date: _____

I have reviewed the returned equipment and find: (check one)

It is in good working order with no apparent damage.

A damage charge should be assessed. Explain: _____

Signature of Employee Responsible for Equipment

Date

* * * * *

FILE: KG-AF1
Critical

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: November 19, 2007

Revised:

Boonville R-I School District, Boonville, Missouri