

POLICY: EDA

**USE OF EQUIPMENT BY SCHOOL EMPLOYEES OR STUDENTS REGIONAL SCHOOL
UNIT #56- SCHOOL EQUIPMENT BORROWING FORM**

DATE
BORROWED _____

NAME OF BORROWER _____

ADDRESS _____

TELEPHONE NO _____

EQUIPMENT BORROWED _____
Serial Number(s) _____

CONDITION OF EQUIPMENT _____

LENGTH OF TIME TO BE USED _____

REASON FOR BORROWING _____

SIGNATURE OF BORROWER _____

SIGNATURE OF PERSON RECEIVING RETURNED EQUIPMENT

CONDITION OF EQUIPMENT WHEN RETURNED _____ DATE _____

SIGNATURE OF PERSON RETURNING EQUIPMENT

**ANY EQUIPMENT LOANED BY RSU 56 IS THE SOLE RESPONSIBILITY OF THE PERSON
SIGNING OUT THE EQUIPMENT. ANY MATERIALS RETURNED DAMAGED (OR NOT
RETURNED) WILL BE BILLED TO THE PERSON SIGNING FOR THE EQUIPMENT AT
TOTAL REPLACEMENT COST. RSU 56 IS NOT RESPONSIBLE FOR, OR IN ANY WAY
LIABLE FOR, THE PERSON(S) OR PROPERTY INJURED OR DAMAGED BY THE USE OF
DISTRICT EQUIPMENT**