

HOLYOKE SCHOOL DISTRICT RE-1J
EQUIPMENT USE
CHARGE FORM

Name of Group _____ Date of Request _____

Authorized Agent of Group _____ Phone _____

Mailing Address _____ City, State _____ Zip _____

Type of Program _____

Date Equipment Needed _____

Equipment Fees: Fees are per item and apply to all groups

Damage Deposit - \$10.00 required at signing

_____ *Proxima Projector - \$25.00 per day	_____ Computer - \$25.00 per day (in house only)
_____ Podium - \$10.00 per day	_____ Tables - \$100 for any number
_____ Overhead Projector - \$10.00 per day	_____ Chairs - \$100 for any number
_____ Film Projector - \$10.00 per day	_____ Pop Corn Popper - 10% of profits
_____ Slide Projector - \$10.00 per day	_____ P/A Training/Operator - \$10.00/hr
_____ Portable Screen - \$5.00 per day	_____ Other _____

*Note: To be picked up before or after school and returned during school hours.

CONSENT AND RELEASE

I/WE _____ agree that I/We are being permitted and granted the right by the HOLYOKE SCHOOL DISTRICT to use the requested school equipment for the purpose of _____. In consideration of such use and permission, I/WE do hereby agree to assume all and full liability for any INJURY OR DAMAGE incurred by such usage and participation.

Date _____ Signature of Group Agent _____

Approved by: _____ Date: _____

Copy to:

_____ Using Organization	_____ Building Custodians
_____ Building Principal	_____ Maintenance
_____ Activities Director	_____ Grounds
_____ Administration Office	

Holyoke School District Re-1J prohibits discrimination in its programs and activities on the basis of race, color, national origin, gender, religion, age and disability.