

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal/superintendent and will be refunded when the equipment is returned in working order.

Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent or building principal.

APPROVED: January 14, 2008

REVIEWED AND APPROVED: May 14, 2012

USD 273 Beloit, Kansas

SCHOOL PERSONAL PROPERTY AND EQUIPMENT USE PERMIT

This permit authorizes use of the school equipment as listed. The person to whom this permit is issued agrees to accept responsibility for care of the equipment and compliance with school board policy KGB.

Person to Whom Issued: _____

Address: _____ Telephone No. _____

Group or Organization Represented: _____

Equipment Needed: _____

Date(s) of Use: _____

Start Time: _____ End Time: _____

Insurance and Other Special District Requirements for Use: _____

Date and Amount Paid: _____

Principal's Approval: _____ Date: _____

Superintendent's Approval: _____ Date: _____

This form must be signed by the person to whom it is issued and presented to the person responsible for the equipment on the date(s) shown. Please read all the provisions and guidelines related to this agreement. I have read the Equipment Use Agreement and Guidelines and I agree that I will be responsible to see that there is full compliance with them.

- 1st copy: Requester's copy
- 2nd copy: Building Principal
- 3rd copy: District office

Signature: _____ Date: _____

Approved Borrower

HOLD HARMLESS AND RELEASE FROM LIABILITY

USD 273 BELOIT

By signature to this document below, I (we) hereby release USD 273 Beloit, its board members, administrators, teachers and agents from any liability for injury or accident which might be sustained by me/my child/student as a result of use of district owned sports equipment, including, but not limited to, football helmet(s), football shoulder pads, during a summer football camp/program not under the auspices or control of USD 273, Beloit.

I/We agree to hold USD 273, Beloit, its staff, board members, and agents harmless from any liability in connection with the use of the borrowed equipment owned by USD 273 Beloit.

Further, I/we understand it is our responsibility and obligation to return the equipment to USD 273 Beloit at the conclusion of the camp/program in the same condition it was in at the time it was loaned to me/us/our child.

Student

Parent

Parent

Date: _____