

B - BUSINESS

NON- SCHOOL USE OF EQUIPMENT

B - 10

District equipment may be loaned with the approval of an administrator in charge to: (1) district employees for job-related uses, and (2) community organizations for betterment of public relations, provided there is no need for such equipment by any district program during the full period of the loan. The borrower shall assume full financial responsibility for any malfunction, damage or loss to any loaned equipment. Requests for an approval of loaned equipment shall be made on the form below:

**ST. FRANCIS SCHOOL DISTRICT
LOAN OF DISTRICT EQUIPMENT**

Name of Individual Submitting Request: _____

Name of Organization Submitting Request: _____

Items Requested: _____

Fixed Asset Tag # _____ Serial Number _____

Dates When Item(s) Would Be Gone: _____

Dates When Item(s) Would Be Returned: _____

Reason(s) Why Item(s) Are Being Requested: _____

The borrower assumes full financial responsibility for any malfunction, damage or loss for each piece of equipment borrowed.

Signature of Individual Submitting Request

Date

_____ Request Approved

_____ Request Denied

Administrator

Date

Date of Return of Equipment _____

Clerk