



# Haslett Public Schools

## Equipment Check-Out Form

The following equipment is being checked out for use off school grounds:

Equipment Type (e.g., digital camera)	Manufacturer and Model Number	Serial Number

By signing this form, I understand and agree to the following terms:

1. I am responsible for the equipment and will reimburse the District for the total replacement cost at my own personal expense or through my personal insurance coverage if it is lost, stolen or damaged while checked out to me.
2. I may only use the equipment for business or activities related to Haslett Public Schools.
3. I may not loan the equipment to any other person.
4. I will return the equipment by the date indicated.

Printed Name: \_\_\_\_\_ Building: \_\_\_\_\_

Check-Out Date: \_\_\_\_\_ Date Equipment is to Be Returned: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of Principal/Immediate Supervisor: \_\_\_\_\_

<p><b>HASLETT PUBLIC SCHOOLS BOARD POLICY</b> Section 7000 – Property</p> <p><b><i>7530 Lending of District-Owned Equipment</i></b></p> <p>The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.</p> <p>The Board may lend specific items of equipment on the request of the user and approval granted by the Superintendent.</p> <p>The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.</p>
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