R.S.U. No. 67
Equipment Request Form

TODAY'S DATE:	SCHOOL:
REQUESTER:	
EQUIPMENT REQUESTED:	
DATE(S) REQUESTED:	DATE TO BE RETURNED:

R.S.U. No. 67 USE OF SCHOOL EQUIPMENT REGULATIONS:

1. All requests for equipment must be approved by the ***Principal*** of the building where the equipment is located, or the superintendent of schools. *(Not all R.S.U. No. 67 equipment may be borrowed)*
2. Equipment request forms must be filled out and signed by the person responsible for the loaned equipment.
3. Equipment must be returned in the same condition as when it was loaned.
4. The individual signing the request form will be held financially responsible for any damage or loss of the borrowed equipment.
5. In some cases, fees and/or deposits, up to the replacement cost, may be required.
6. The individual signing the request assumes all liability incurred as a result of use of the equipment.
7. R.S.U. No. 67 equipment may be used for non-profit purposes only.

I have read and understand the above regulations:

Signature:_____ Date:_____

OFFICE USE ONLY:

Building Principal/Department Head Approval Date

Superintendent's Approval Date

FEE:

Special Personnel Notified Date

Revised: 06/18/2009; August 18, 2010