



REQUEST TO USE SCHOOL PROPERTY AND EQUIPMENT

NAME _____ BUILDING _____

EQUIPMENT _____ TYPE _____

MAKE _____ MODEL _____

SERIAL # _____ I.D. # _____

BARCODE # _____ REPLACEMENT COST _____

I request permission to use the above-described equipment from _____ to _____

Purpose of request: _____

If permission is granted, I understand that I must cover the equipment on my homeowners insurance policy and will be liable for any repair or replacement of the equipment during my period of use and that I shall be responsible for its safe return.

INSURANCE COMPANY _____ POLICY # _____

I agree to return this equipment no later than the first contract day in August, or the assigned due date (whichever is earlier). I agree to return the equipment earlier upon request if it is needed by the district.

Borrower's Signature

FOR DISTRICT AND BUILDING USE ONLY

Permission Granted Not Granted

Due Date/Time Principal's Signature

Reason for non-approval _____

Date Returned _____ Condition _____

Verification of operation status for A-V equipment by A-V Coordinator _____

Verification of operation status for technology equipment by Computer Coordinator _____

PLEASE RESPECT THE FOLLOWING CONDITIONS

1. Be able to take the computer apart for transporting.
2. **NEVER** allow any equipment to get wet – even light raindrops.
3. Understand how to properly operate the computer or A-V equipment prior to checkout.
4. Handle disks correctly.
5. Make sure all family members know the correct way to use hardware and software before they use the equipment.
6. **No food or drink should be within 5 feet of computer or software.**
7. **Do not smoke at any time in the room with the computer.**
8. Be responsible for returning your equipment on the day and at the time it is due back.
9. Be sure you have filled out the insurance coverage form and that your insurance will cover damage or theft.
10. Plug the computer into a strip outlet that is surge protected and has a switch. Always shut computer down correctly then turn off at surge outlet. Please unplug outlet from the wall during storms.
11. When cleaning the monitor, do not spray the screen directly. Rather spray a rag and then dust the monitor screen.
12. Upon returning your computer or A-V equipment, set it up and have your site Computer or A-V Coordinator verify that it is running at 100%. This will protect you if something goes wrong early in the year.

Remember you are responsible for the equipment's well being while it is in your possession and agree to replace or repair any items or bulbs that do not work upon returning the equipment.