

# Equipment Use Agreement

Employee Requesting Use: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of Use: \_\_\_\_\_

Equipment being Requested: \_\_\_\_\_

Quantity: \_\_\_\_\_

Equipment being Requested: \_\_\_\_\_

Quantity: \_\_\_\_\_

Date of Return: \_\_\_\_\_

By signing this form, I, the employee acknowledges the equipment is in working order and that I agree to the following terms:

- I understand that the equipment is school owned and shall use the equipment for its intended purpose.
- I understand I am responsible for the care of the equipment. If the equipment is damaged (excluding normal wear and tear), lost, or stolen while in my possession, I am responsible for any repairs or replacement cost.
- If I fail to return the equipment to the School District, I understand and authorize the School District to charge me for any replacement cost for the items borrowed.

## Signature upon the return of the equipment

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

District Office Signature \_\_\_\_\_ Date \_\_\_\_\_