Please complete in duplicate.
Duplicate will be returned to borrower when approved.

LOAN AGREEMENT FOR USE OF SCHOOL EQUIPMENT FOR NON-SCHOOL USE BY GROUPS AND/OR INDIVIDUALS

A rental charge of 1% of estimated replacement value will be charged.

The minimum rental charge is $5.00.

The borrower agrees to pick up and return the equipment to the school as specified below and to be finacially responsible for any damage to equipment.

LIST EQUIPMENT REQUESTED

NUMBER	DESCRIPTION	OFFICE USE ONLY
	TOTAL	

State where (location) and how the equipment will be used.

Equipment to be picked up -- DATE_____ TIME_____

Equipment to be returned --- DATE_____ TIME_____

An additional charge of $5.00 will be made if equipment must be picked up or returned when school personnel is not normally on duty.

_____ BORROWER DATE_____
(Person responsible for equipment)

APPROVED: by_____ DATE_____
Superintendent/Principal