

# Gervais School District 1

Code: **KGF-AR**  
Adopted: 12/20/90  
Readopted: 7/15/93

## District Equipment List

There are no fees charged for equipment use. In the event of excessive damage, a fee will be determined according to repair or replacement costs. Equipment not specifically listed below will be for **official school use** only. Equipment may not be used during school operational hours and at no time shall equipment use exceed a 72-hour period. The use of school district equipment must be approved by the appropriate administrator, and an "Equipment Use Request" must be signed.

### EQUIPMENT

### SPECIAL CONDITIONS

Portable P.A. (Mike)	None
Record Player	None
Opaque Projector	None
Overhead Projector	None
Film Strip Projector	None
Movie Projectors	None
Portable Speakers	None
Slide Projector	None
Folding Screen	None
Computers	None
Folding Tables	None
Chairs	None
Coffee Pots	None
Volleyball Nets	None
Bull Horn	None

Choral Risers	None
Platform Risers	None
Weight Lifting Equipment	Not to be removed from the facility
Gymnastic Equipment	Not to be removed from the facility
Football Blocking Equipment	Not to be removed from the facility

EQUIPMENT USE REQUEST

DATE: \_\_\_\_\_

\_\_\_\_\_ requests the use of  
*(organization or individual)*

\_\_\_\_\_ *(equipment desired)*

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
*(date) (time)*

The purpose of this use is for: \_\_\_\_\_

Equipment will be returned on \_\_\_\_\_ at \_\_\_\_\_

Charges will be \$ \_\_\_\_\_, and will be paid by \_\_\_\_\_.

It is agreed that the party or parties using the school equipment will exercise care in protecting school property and, in the event damage results, an adjustment will be made for repair or replacement.

*(Signature of individual/organization representative)*

Name/Address of User(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*(Staff member responsible for equipment)*

\_\_\_\_\_  
*(Building Principal/Manager)*

.....  
Date: \_\_\_\_\_

I have reviewed the returned equipment and find: *(check one)*  
\_\_\_\_\_ It is in good working order with no apparent damage.  
\_\_\_\_\_ A damage charge should be assessed.

*(Building Principal/Manager)*