

LENDING AGREEMENT

I understand that borrowing District equipment is a privilege and accept full responsibility for the equipment itemized below. I agree to borrow it in full compliance with Board policy 7530 and the following conditions:

1. All appropriate personnel have been informed that the equipment is being borrowed.
2. The equipment will be returned no later than the start of the next school day following the date it was borrowed.
3. No consumable materials have been taken from the District.
4. The equipment will be returned in the same condition in which it was borrowed, or, if not, I accept full responsibility for the costs to repair or replace the equipment.
5. The equipment will not be used for personal gain such as receipt of money, goods, or services, for services rendered.

ITEMS TO BE BORROWED

INTENDED USE

User's Address

User's Signature

Loan Date

Designated Administrator

Memorandum

TO: Marcia, Don, Tim, Rudy, Carol
FROM: DPP
RE: Table and Chair Rental
DATE: May 13, 2013

In the past we have liberally loaned out tables and chairs to individuals for various functions (including graduation parties).

We will no longer be loaning out district tables and chairs free of charge unless it is for a school function.

Individuals who wish to use tables and chairs for events that are not related to school functions the following rental costs apply:

Tables \$5.00/table/day
Chairs \$.25/chair/day

The attached form should be used and submitted to the Superintendent/Board Office