

SCHOOL DISTRICT OF CAMBRIDGE
Board of Education
Policy 830 – Use of School Buildings, Grounds and Equipment
USE OF EQUIPMENT AGREEMENT

Name of Person Requesting Equipment: \_\_\_\_\_ Date: \_\_\_\_\_
Address: \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

\*Requests must be made at least one week in advance of requested date of use. School sponsored activities take precedence. Equipment must be picked up by requesting party; delivery is not available.

Type of Equipment Requested (please indicate number needed):

\_\_\_\_\_ Folding Chairs (\$1 per chair) \_\_\_\_\_ Tables (\$2 per table)
Other: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Fee Schedule (check one):

- Official School Activity No Charge
Official School Organization (Co-Curriculars, FFA, FCCLA, etc.) No Charge
School Affiliated Groups (PTO) No Charge
Community Non-Profit Organizations (Churches, Village, etc.) No Charge
Community Individuals (Parties, Family Gatherings, etc.) Applicable Rate
Community For-Profit Group Applicable Rate
Out-of-District Non-Profit Groups Applicable Rate
Out-of-District For-Profit Groups Applicable Rate
(Prohibited from using equipment for profit purposes)

The person signing this form is responsible for its safe return. Missing or damaged equipment may result in a charge for repair or replacement.

Return by Date: \_\_\_\_\_ Responsible Party's Signature: \_\_\_\_\_

(FOR ADMINISTRATIVE USE ONLY)

Name of District Employee Releasing Equipment: \_\_\_\_\_

Amount Due (checks made payable to Cambridge School District): \$\_\_\_\_\_ Date Paid: \_\_\_\_\_

\_\_\_\_\_ Copy of this form given to person checking out equipment.

Name of District Employee Accepting Equipment: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Equipment in Acceptable Condition? \_\_\_\_\_ Yes \_\_\_\_\_ No

If condition is unacceptable, what is the fee/repairs/replacement/clean-up plan? \_\_\_\_\_