

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? _____