

Form #830 F-2
9/19/2018

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

Name of Person Requesting Equipment: _____ Date: _____

Address: _____ City _____ Zip: _____

Day Phone # _____ Evening Phone # _____ Email _____

IMPORTANT: 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 between 8 am and 2pm, weekdays only. Delivery is not available. [Equip. Black-Out Dates (not avail.): May 1 – June 15 unless pre-approved by the Superintendent].

Type of Equipment Requested (please indicate number needed):

_____ Folding Chairs (\$0.50 per chair*)
(maximum 100 chairs - \$25 max.)

_____ Tables (\$2 per table*)
(maximum 12 tables)

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
 - School District Employee 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? _____