



District Equipment Check-Out

Student use of district equipment off-site

Everett School District Board Policy #6571 provides that school equipment may be removed from school property by students only when such equipment is necessary to accomplish tasks arising from their school responsibilities. **The borrower of district-owned equipment shall be fully responsible for any damage or loss** occurring to the equipment during the time it is checked out (beyond what would reasonably be expected for school responsibilities and normal wear and tear) and shall be responsible for its safe, timely return.

If you wish to check-out district equipment, please provide the following information and return it to the building administrator or designee.

<i>Name/Student ID #:</i>	<i>School:</i>
<i>Date Taken:</i>	<i>Room # Taken From:</i>
<i>Date to be Returned:</i>	<i>District Tag ID # or Serial #:</i>
<i>Description of Equipment:</i>	<i>Intended Use:</i>

By removing this district owned equipment from school property, I understand that I am responsible and liable for any damage or loss occurring to the equipment while it is checked out in my name. I further understand that I am responsible for returning the equipment at the date and time indicated above, or immediately upon the request of the district.

Signature of Borrower:_____Date:_____

Signature of Parent/Guardian:_____Date:_____

Signature of Building Administrator:_____Date:_____

Date Returned:_____Signature of Staff verifying return:_____