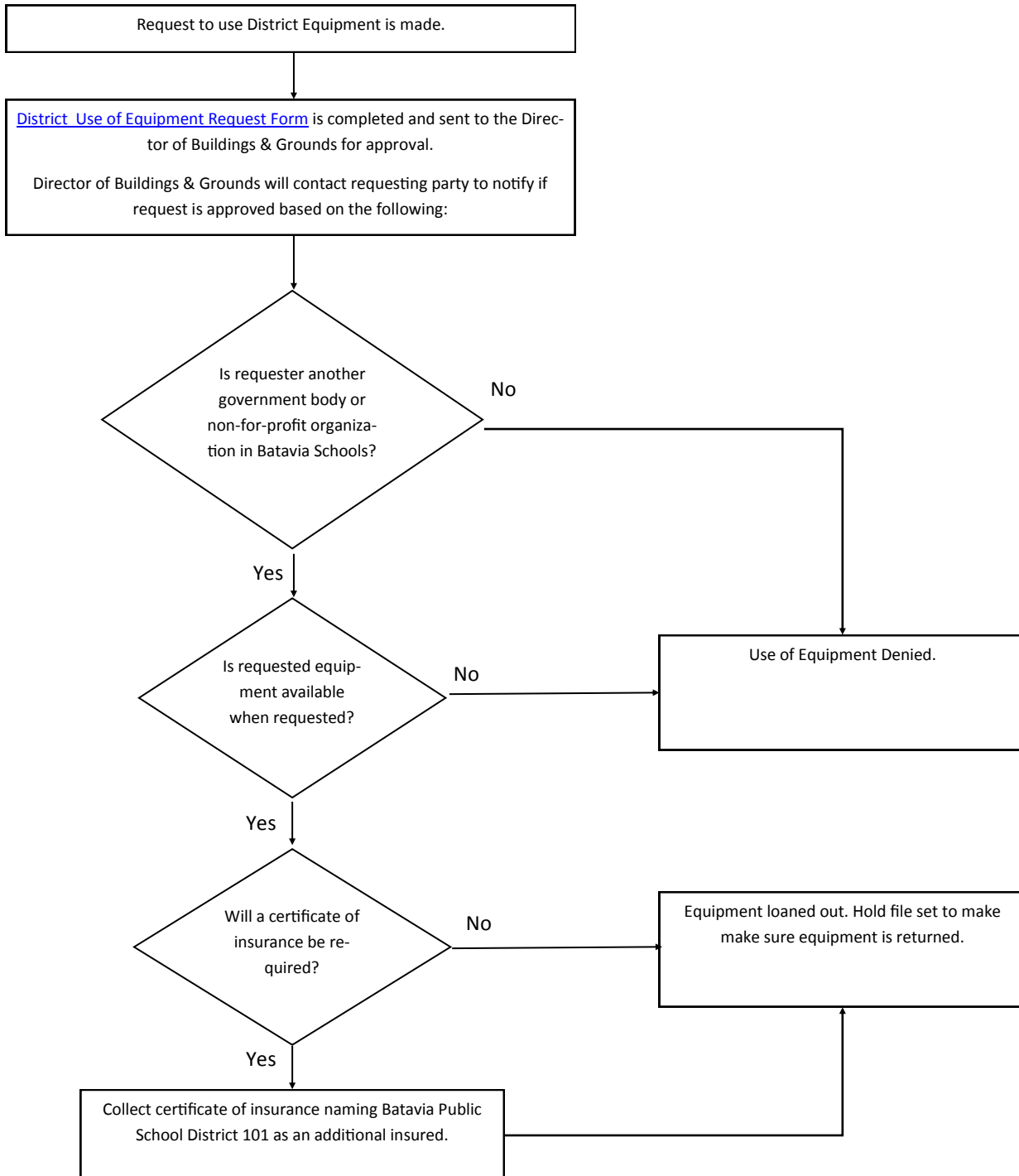


Community Use of District Equipment

Board policy 8:20 gives the Superintendent or designee authority to loan out District Equipment to other government bodies and non-for-profit organizations within Batavia Schools. The following procedures will be followed when such a request is made.





Batavia Public School District 101

Always Learning, Always Growing

District Use of Equipment Request Form

Organization: _____	Date: _____
Contact Name: _____	Address: _____
Phone: _____	Email: _____
Dates Equipment Needed: _____	
Reason for borrowing equipment: _____	

To Be Complete By Buildings & Grounds Office		
Is the Organization a Not-For-Profit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the equipment available on dates requested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will a certificate of insurance be required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is request to use equipment approved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reason: _____		

Return of Equipment		
Date Equipment Returned: _____		
Was equipment returned in same condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>