

**WESTBROOK SCHOOL DISTRICT**

**EQUIPMENT REQUEST FORM**

DATE OF REQUEST: \_\_\_\_\_ NAME OF PERSON RESPONSIBLE \_\_\_\_\_

NAME/ORGANIZATION/GROUP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

USE OF EQUIPMENT REQUESTED FROM:

( ) HIGH SCHOOL            ( ) MIDDLE SCHOOL            ( ) DAISY INGRAHAM

SPECIFIC LOCATION OF EQUIPMENT: \_\_\_\_\_  
(room #, gym, cafeteria, etc.)

DATE(S) OF USE \_\_\_\_\_

DATE OF RETURN \_\_\_\_\_

WHERE WILL EQUIPMENT BE USED: \_\_\_\_\_

HOW WILL EQUIPMENT BE TRANSPORTED \_\_\_\_\_

Please check equipment requested:

_____	Microphone	_____	Television	_____	DVD
_____	Laptop	_____	LCD Projector	_____	Projection Screen
_____	Overhead Projector	_____	Video/Digital Camera		
_____	Other (Specify) _____				

CONDITION \_\_\_\_\_ ASSESSED BY \_\_\_\_\_  
(Use reverse side if necessary for additional comment on the condition of the equipment.)

**\*Board Policy #3514 states: "Users shall be responsible for reimbursing the district for lost or damaged equipment or for any supplies purchased by the district consumed during usage." For example, propane, toner, paper, batteries, bulbs, etc. The Board reserves the right to deny use of equipment for non-school use.**

I UNDERSTAND THE CONDITIONS UNDER WHICH THIS EQUIPMENT IS LOANED AND HAVE THE NECESSARY RESOURCES FOR DAMAGE, INJURY OR LOSS RELATED TO THE USE OF THIS EQUIPMENT.

Signature: \_\_\_\_\_

DATE RETURNED \_\_\_\_\_ CHECKED BY \_\_\_\_\_

cc: Library, Head Custodian: *Please contact Westbrook Board of Education office if equipment is not returned in the condition in which it was lent.*