

BRACKETT INDEPENDENT SCHOOL DISTRICT

Use of District Equipment and Supplies

TERMS & CONDITIONS

Use of district equipment will be on a first come first serve basis with approval of the Superintendent or Business Manager. All rental fees must be paid upon submitting for consideration. I understand that I will be responsible for the care of any and all District equipment loaned or borrowed by me and that I will bear the cost of repair or replacement if it is damaged, lost, or stolen while it is in my care. All equipment or supplies will be returned to BISD within 24 hours following date of use. If applicable, all equipment or supplies will be cleaned before returning.

I agree to the above terms & conditions relating to use of District equipment and supplies.

Signature _____ Date _____

Address _____ Home & Cell Phone # _____

		Quantity	Total
Table(s)	\$5.00 per table, \$25.00 Maximum fee charged	_____	_____
Chair(s)	\$1.00 per chair, \$25.00 Maximum fee charged	_____	_____
Other Equipment (Describe)	_____	_____	_____
TOTAL RENTAL FEE			_____

Date of Use: _____

Additional Comments: _____

Equipment Use Approval

Signature of Superintendent _____ Date Approved _____

Equipment Return Release

Date Returned: _____

All Equipment Returned: Yes No Condition Acceptable: Yes No

Comments: _____

Signature of Authorized Personnel _____