

**MESSALONSKEE SCHOOL DISTRICT (MSAD 47)**

**File: EDC**

**AUTHORIZED USE OF SCHOOL OWNED MATERIALS & EQUIPMENT**

Materials and equipment purchased with SAD #47 funds will be available for loan to groups within the District when this equipment is not needed in the schools. The loaning of equipment will be made in accordance with the following criteria:

1. Equipment will be loaned only to organized groups, not to individuals, in Belgrade, Oakland, Sidney and Rome.
2. Equipment shall be loaned only when school is not in session (nights, weekends, vacations).
3. All equipment borrowed during the school year must be returned 8:00 a.m. of the next school day.
4. A duly designated leader of the group must reserve equipment in advance and sign a statement assuming financial responsibility for damage done to equipment which requires repair or replacement.
5. Loans are subject to the availability of a person trained to operate the equipment.

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**MATERIAL/EQUIPMENT AGREEMENT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone: \_\_\_\_\_

Equipment: \_\_\_\_\_

Operator: \_\_\_\_\_ Loan period: \_\_\_\_\_

Date and Time

I understand that the above named organization is responsible for all equipment signed out to it. No one else is allowed to use this equipment and the designated operator shall be the only operator. The organization accepts financial responsibility for any damage done to this equipment during the loan period. This equipment will be returned to the school library media center in accordance with the above loan period; if it is not, equipment will not be loaned to the organization in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Adopted: November 4, 1981

Reviewed: November 1999

