EQUIPMENT CHECKOUT AGREEMENT

Sweet Home School District recognizes the importance of continued learning. Under certain circumstances, permission will be granted to check out District equipment. Individuals checking out the following equipment must understand that compensation for loss or damage is the responsibility of the borrower. Before taking responsibility for equipment, please read and sign the following:

I, _____, agree that I am responsible for any equipment, hardware, or software listed below if it is damaged, lost, or stolen while on loan from Sweet Home School District 55.

If any equipment or software breaks down during the time it is on loan, I agree to contact my supervisor within one working day.

_____ _____

Description of Equipment District Asset No. (barcode number)

I agree and understand that the above equipment is being loaned for the purpose of developing my skills, working on school business, and/or exploring educational software. My responsibility will be to assure that the equipment is properly cared for, utilized, and returned to the school in good condition. I understand that any repairs, required to bring equipment back to working order might not be paid from the District's insurance or technology funds.

I am responsible for lost or stolen property. I am also responsible if the property is damaged due to my negligence.

_____ _____

Building Date

_____ _____

Signature Phone

<u>Summer</u> Checkout Date_____ Date Returned_____

<u>School Year</u> Checkout Date_____ Date Returned_____