



**ADMINISTRATIVE FORM 3509
STUDENT ACTIVITY FUNDS
EQUIPMENT USE LOG**

School name _____

This log establishes a record for District equipment that is removed from the school or department for use off the premises. The employee's signature on this form indicates that the Employee has read, understands, and agrees to the following provisions:

- 1 Employee shall complete and sign an Equipment Use Log and the Log shall be maintained at the school.
- 2 Employee shall maintain the entrusted equipment and will be responsible for any damage or needed repair beyond the normal wear and tear associated with general use.
- 3 Where applicable, the Employee understands and agrees that he/she will maintain his/her individual homeowners/renters policy during the period of time that the equipment is entrusted to him/her which will provide coverage for the equipment.
- 4 In the absence of individual homeowners/renters insurance coverage, Employee understands and agrees that he/she is responsible for the replacement cost or repair in the event the equipment is lost, stolen or damaged in any way.
- 5 Employee understands that failure to return the equipment entrusted to him/her will result in Employee reimbursing District for the replacement costs of the equipment including any recovery costs or attorney fees.

Date taken	Equipment	Serial #	Property ID tag #	Date returned

Employee signature

Date