

Note: Sample only; use District provided four-ply form.)

DISTRICT EQUIPMENT RELEASE FORM RETURN FORM	
<input type="checkbox"/> Equipment listed on the release form has been returned, and the borrower is relieved of any claim for damage. <input type="checkbox"/> Equipment listed on the release form has been returned in a damaged condition. <input type="checkbox"/> The borrower is responsible for the above damages and will pay the Rice Lake Area School district. <input type="checkbox"/> The borrower is not responsible to pay for damage.	
Borrower's Signature:	Date:
Loaner's Signature:	Date:

DISTRICT EQUIPMENT RELEASE FORM				
Name:		Address:		Phone:
<u>Check out Date</u>	<u>Check in Date</u>	Location of Equipment -- School:		Room:
Description of Items: Please list below the make and model of all equipment being checked out.				
Serial Numbers of Equipment:				

I acknowledge receipt of the above in good condition and agree to the terms and conditions below:

1. Return and set up all items of equipment concerned by this agreement at the end of the loan period or upon demand of the Rice Lake Area School District.
2. If any item of equipment is damaged, destroyed, or lost due to negligence, pay the necessary repair or replacement cost of such item(s) to the Rice Lake Area School District.
3. Use of instructional equipment for instruction by staff during the school day shall receive priority over all requests.
4. The Undersigned agrees to indemnify, save, and hold free and harmless the Rice Lake Area School District, its officers, agents, and employees from and against all claims, demands, loss, liability, cost, or expense of any kind or nature whatsoever which the School District, its officers, agents, employees, or any of them may sustain or incur or that may be imposed upon any of them or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the use of District materials/equipment as provided herein.

Borrower's Signature	Date
Loaner's Signature	Date