



PROPERTY LOAN AGREEMENT

Name: _____

Address: _____

Cell Phone: _____

Email Address: _____

- District Resident Business/Organization within District

Items Borrowed: _____

Loan Period: _____

I acknowledge receipt of the above item(s) in good condition, and agree to be bound by the terms and conditions below:

1. Individual shall return all items concerned by this agreement at the end of the loan period or upon demand of the Hartland/Lakeside Elementary Schools.
2. If any item of equipment is damaged, destroyed, or lost, regardless of fault, the borrower shall pay for necessary repairs or replacement costs of such item to Hartland/Lakeside Elementary Schools.

Borrower's Signature

Date

Staff Authorizing Loan: _____

- Copy of Driver's License Copy of Policy 850 has been provided to borrowing party

RETURN PROPERTY RECEIPT

- The item(s) listed above have been returned and the borrower is relieved of any claim for damages.
 The item(s) listed above have been returned in a damaged condition. The cost arising for repair shall be the responsibility of the borrower.

HLSD Administrator

Borrower

Date

Approved: May 22, 1991

Revised: August 19, 2014

Section School Community Relations
Title Loaning School Equipment
Number 850
Adopted March 11, 2013
Revised June 20, 2016

All equipment purchased with district funds, including student activity funds or donated are the property of the District.

Equipment may be loaned across the district schools with building principal and/or superintendent authorization.

School equipment may be loaned to responsible community or individual groups for a worthy educational, civic, or charitable purpose with superintendent or designee approval when:

1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.
2. The equipment is in good condition.
3. The group will provide a competent operator for any machine loaned. Preferably, one recognized and approved by the Superintendent or designee.

Prior to loan of school equipment, the group or individual is required to complete a Property Loan Agreement.

Reference: 850 – Exhibit (Property Loan Agreement)