

**Wayland-Cohocton Central School
Community Equipment Loan Form**

Person Responsible for Equipment:

Name: _____

Organization: _____

Address: _____

Phone (Home): _____

Phone (Work): _____

Equipment Type: _____

Model: _____ Tag # _____

Serial Number: _____

Date Taking Equipment: _____

Date Expected to Return Equipment: _____

Equipment loaned outside of school should be limited to not-for-profit organizations and local industry, not loaned to individuals in the community.

Please state in writing your purpose, goal, project, or research reasons with using this equipment.

I will personally be financially responsible for equipment replacement if broken, stolen or lost.

Signature of Person Taking Equipment

Date

Approved:

District Administrator

Date