

**PARK CITY SCHOOL DISTRICT
EQUIPMENT CHECK OUT FOR STUDENTS**

Name of Student: _____

School: _____ Date of Request: _____

Date of equipment check out: _____ Date of equipment return: _____

Description of equipment (including inventory number(s) and prior condition/damage of equipment):

Purpose or planned use of the removed equipment:

STATEMENT OF RESPONSIBILITY

I accept responsibility for reimbursing the district if apparent negligence results in the loss of or damage to school district equipment.

Student Signature

Date

Parent/Guardian Signature

Date

APPROVALS

Principal or designee (short-term and long-term/summer)

Date

Superintendent or designee (long-term/summer)

Date

Date equipment returned: _____

Condition of equipment upon return (note any damage and assess an amount for damages): _____

Signature: _____

A copy of this form will be kept on file at the school or office.

*See next page for important information.

**PARK CITY SCHOOL DISTRICT
EQUIPMENT CHECK OUT FOR STUDENTS (continued)**

Refer to Park City School District Policy 9110 – Acceptable Use Policy for Internet Access and Computer Use.

Appropriate Use of Equipment by Students:

1. Written permission of the building principal (designee) is required for short-term removal of equipment from the school. Short-term removal is limited to a three-day duration during the school year. Written permission of both the building principal (designee) and the superintendent/designee is required for any other removal of equipment from the school. This includes summers and any requests over three days duration.
2. The written permission shall include the following information:
 - (1) name of student,
 - (2) date the equipment is removed and returned,
 - (3) description and inventory number of the equipment removed,
 - (4) purpose or planned use of the removed equipment,
 - (5) acceptance of responsibility for reimbursing the district if apparent negligence results in the loss of or damage to equipment,
 - (6) approval of the principal/superintendent (designee).
3. Appropriate uses of school district equipment by students outside of the work site include activities related to the student's schoolwork. School district equipment may not be used for other employment, political activities, or other personal uses.