

Northeast Dubois County School Corporation
5379 E Main St, PO Box 158
Dubois, IN 47527

SCHOOL EQUIPMENT UTILIZATION

To be completed by Applicant

Equipment Requested: _____ Date _____

Number using Equipment: _____ Activity: _____ Hours: _____

Organization: _____

Address: _____

email: _____ Phone _____

Contact Person: _____ Admission Fee Charged: _____

Print neatly

Signature: _____ Date _____

The above signature accepts the full responsibility for care and return of equipment.

To be completed by Principal

Is the desired equipment available as required? _____

School Personnel assigned to inspect returned equipment? _____

Recommendation for Approval: _____

Principal's Signature: _____ Date _____

To be completed by superintendent

Requested Use: _____ Rental Fee: _____

Custodial Fee: _____

Signature: _____ Date _____

Directions to Applicant: The portion of this form directed to you is to be completed in full. Then present this form to the school Principal. When it has received the proper attention, the completed form will be sent to you marked as approved or disapproved by the Superintendent. If the request is approved the rental fee is to be in the office of the Superintendent prior to use. The custodial fee is due at this time also. A copy of this form will be returned to you pending approval by the Superintendent.