

**RICHLAND SCHOOL DISTRICT #400  
615 Snow Ave. Richland, WA 99352**

**OFF SITE USE OF DISTRICT EQUIPMENT**

It is the understanding of the Richland School District that teachers desire to upgrade their skills and competency in the use of computers, software and other equipment. The District will make computers and equipment available for limited use off-site during specified school closure periods. Computers must be stand-alone (non-networked) units and use must be approved by the building Principal. Said use must be in compliance with the rules and regulations set forth in District Policy #9273.

By completing and signing this form, the staff member borrowing the equipment understands fully that the District's insurance does not include computers and equipment which have been taken from the school building and is in use at a residence. The borrower agrees to pay ANY damages incurred to the equipment which is borrowed and assumes all liability for the loss or theft of said equipment. The borrower hereby also agrees that the decision as to repair needs, if any and all other decisions regarding use of equipment are at the sole discretion of the building Principal.

SCHOOL NAME \_\_\_\_\_

NAME OF BORROWER \_\_\_\_\_ DATE \_\_\_\_\_

DESCRIPTION OF EQUIPMENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SERIAL # \_\_\_\_\_

DATE BORROWED \_\_\_\_\_ DATE OF RETURN \_\_\_\_\_

BORROWER'S SIGNATURE \_\_\_\_\_

PRINCIPAL'S SIGNATURE \_\_\_\_\_