

**REQUEST FOR OFF PREMISES USE OF DISTRICT PROPERTY BY STUDENTS  
(NOT TO BE USED FOR PERSONAL GAIN)**

STUDENT NAME \_\_\_\_\_ REQUEST DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
BUILDING \_\_\_\_\_

CHECK OUT DATA

DATE REMOVED FROM PREMISES \_\_\_\_\_ RETURN DATE \_\_\_\_\_  
ITEM \_\_\_\_\_ TAG# \_\_\_\_\_ MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_ SERIAL # \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_ CONDITION \_\_\_\_\_  
APPROXIMATE VALUE \_\_\_\_\_ OTHER EQUIPMENT \_\_\_\_\_  
NAME OF HOME OWNER OR OTHER INSURANCE COMPANY \_\_\_\_\_  
REASON FOR OFF PREMISES USE \_\_\_\_\_

THE PARENT/GUARDIAN IS RESPONSIBLE FOR ANY AND ALL DAMAGE DONE TO DISTRICT PROPERTY. IF THE ITEM IS DAMAGED OR NOT RETURNED BY THE RETURN DATE, THE AMOUNT OF THE DAMAGE OR THE VALUE OF THE ITEM WILL BE BILLED TO THE PARENT/GUARDIAN AS AN OUTSTANDING SCHOOL FEE.

\_\_\_\_\_  
*Parent/Guardian **Printed** Name                      Date              Parent/Guardian **Signature**                      Date*

\_\_\_\_\_  
*Teacher Signature                                      Date              Building Principal. Signature                                      Date*

Copy: Treasurer's office, Music office, Teacher, Parent

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CHECK IN DATA

ITEM RETURNED DATE \_\_\_\_\_

The above property has been returned to the Forest Hills School District in the same condition as above.

\_\_\_\_\_  
*Parent/Guardian Signature                      Date              Administrator Signature                                      Date*

\_\_\_\_\_  
*Teacher Signature                                      Date*

Copy: Treasurer's office, Music office, Teacher, Parent