



Form 701B – OFF CAMPUS COMMUNITY USE OF SCHOOL EQUIPMENT

Introduction

Kelowna Christian School recognizes the value of cooperating with community and church groups. *Policy 701 – Use of School Equipment* allows for the off campus use of school equipment by community and church groups provided permission has been granted by the school principal.

Procedure

By completing this form, a representative from a community or church group agrees to take full responsibility for school equipment taken off campus. By signing this form, the representative agrees to pay any repair or replacement costs incurred for lost or damaged equipment.

Name: _____ Organization: _____

Equipment Being Used: _____

Replacement Cost of Equipment: _____

Date & Time of Distribution: _____

Date & Time of Return: _____

Authorized Staff signature: _____

By signing this form I understand that I am responsible for the care of the school equipment indicated on this form for the duration specified. This responsibility will commence when authorized school personnel distribute the equipment to me and will end once it is returned to the appropriate school personnel.

Representative Name: _____

Phone Number: _____

Signature: _____

Date: _____