

**General Personnel****USE OF SCHOOL MATERIALS AND EQUIPMENT  
REQUEST FORM****GENESE0 CUSD #228**

Person requesting use of material/equipment: \_\_\_\_\_

Material/equipment borrowing: \_\_\_\_\_

Current location: \_\_\_\_\_

Date to be used: \_\_\_\_\_

Date to be returned: \_\_\_\_\_

\_\_\_\_\_  
Signature of person using item\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Building Principal\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Superintendent or  
Director of Operations\_\_\_\_\_  
Date

\*The borrower of the above-mentioned material/equipment is responsible for returning it in the same condition as it was when taken off of District property. The Geneseo CUSD #228 is NOT responsible for any accidents that may occur with the borrowed item when it is being used off of District grounds.

If the item that is going to be borrowed has any damage/problems with it prior to borrowing it, please list them below:

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