

Rancho Santa Fe School District
P.O. 809
Rancho Santa Fe, Ca 92067

Equipment Loan Record Form

Name of Borrower		Date of Loan		
Phone Number		Address		
Equipment Description		Tag #	Approximate Value	Serial #
<p>Acceptance of Responsibility Borrower agrees to return the equipment in the same condition as when loaned and further agrees to reimburse the district for any loss or damage incurred while the borrower has custody. Normal wear and tear is excluded. Equipment shall not be loaned by borrower to any other person/organization.</p>				
Signature of Borrower		Date		Insurance Carrier & Policy Number

School or District Use Below

Date Equipment to be Picked-up/Returned	Approval	Rental Fee
Date Equipment Returned	Condition of Equipment upon Return	Equipment Received By