

# Warner Public Schools

Route 1 Box 1240, Warner, OK 74469  
Monte Madewell, Superintendent \* District I074  
Phone: (918) 463-5171 Fax: (918) 463-2542

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## EQUIPMENT CHECK OUT POLICY AND REQUEST FORM

As written in Warner Public School Board of Education Policy Book (Revised October 2006), Section 903, the lending or renting of school property states:

*Property of the school district such as machinery, tools, educational equipment, furniture, etc. has been purchased or procured to further the education of our students. As a result, it is imperative that these things remain in good working condition and available. Under special circumstances, however, the district would not be adverse to loaning particular pieces of equipment to appropriate civic groups or governmental agencies. Permission for such lending must come directly from one of the building principals, the superintendent, or as an official action of the board of education. School district property will not be rented or leased.*

The Administration, as well as all school employees, are responsible to ensure school property be maintained and available. This form must be properly completed, signed by the appropriate site principal, and the appropriate site custodian must be present when equipment is checked out and returned. **Please note that any type of variation from this policy can result in immediate termination of employment.**

Equipment Name/Description \_\_\_\_\_ # of Items \_\_\_\_\_

Organization Name \_\_\_\_\_

Person picking up items \_\_\_\_\_ Signature \_\_\_\_\_

Site Principal Signature for APPROVAL \_\_\_\_\_

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### Office Use Only

Custodian present during check-out \_\_\_\_\_ Date: \_\_\_\_\_

Custodian present during return \_\_\_\_\_ Date: \_\_\_\_\_

Notes to Superintendent: \_\_\_\_\_

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