

Maquoketa Valley Community School District  
**REQUEST FOR USE OF SCHOOL EQUIPMENT**

No equipment shall be removed from any school facility without prior approval of the Superintendent or his/her designee. Any damage to the equipment rented will be repaired and the entire charge for the repair or replacement will be the responsibility of the renting group. School owned equipment is not for normal private use of either school employees or individuals within the community.

\_\_\_\_\_ requests permission to use \_\_\_\_\_  
 Club, Organization or Individual Description of Equipment  
 on \_\_\_\_\_ Value of Equipment \$ \_\_\_\_\_ Daily Rental Fee \$ \_\_\_\_\_  
 Date

Facility Available on this Date? YES NO

This request falls under the following category (please check)

\_\_\_\_\_ **Fund Raising, Community Non-Profit Organization** - One percent (1%) of the current retail value of the equipment rented.

\_\_\_\_\_ **Profit Making, Non-Community and/or Commercial Organizations** - Two percent (2%) of the current retail value of the equipment rented.

\_\_\_\_\_ **Community Groups - General Use** - One percent (1%) of the current retail value of the equipment rented.

\_\_\_\_\_ **4-H, Scouts, Church Youth Groups** - No charge, but must meet all other requirements to use school equipment.

\_\_\_\_\_ **Student Athletic Groups Officially Sanctioned and Approved by the Athletic Director** - No charge, but must meet all other requirements to use school equipment.

It is agreed that the individual making this request is financially responsible to the Maquoketa Valley Community School District for any and all damages to the facility resulting from negligence or misuse.

\_\_\_\_\_  
 Signature of Individual Making Request Address Telephone No. Date

Required Deposit \$ \_\_\_\_\_ Rental Fee \$ \_\_\_\_\_

This request for use of a school facility is:

APPROVED DENIED \_\_\_\_\_  
 Superintendent or Designee Date