

**307 S. Main St.  
Hebron, IN 46341  
219-996-4771**

I understand that borrowing equipment from MSD of Boone Township is a privilege and accept full responsibility for the equipment itemized below. I agree to borrow it in full compliance with Board Policy 7530 and the following conditions:

1. Date Needed: \_\_\_\_\_ Pick up date: \_\_\_\_\_
2. All appropriate personnel have been informed that the equipment is being borrowed.
3. The equipment will be returned by the start of the next school day following the date it was borrowed or by date pre-arranged: \_\_\_\_\_
4. No consumable materials have been taken from the Corporation.
5. The equipment will be returned in the same condition in which it was borrowed or if not, I accept full responsibility for the costs to repair or replace the equipment.
6. The equipment will not be used for personal gain such as receipt of money, goods, services, or for services rendered.

**Items to be borrowed and how many**

**Inventory Number (if applicable)**

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**Intended Use:**

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\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

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**This section to be filled out by school corporation once items are returned.**

\_\_\_\_\_  
Administrator or Designee Signature / Date

Item(s) returned in same condition.

\_\_\_\_\_  
Administrator or Designee Signature / Date

Proper arrangements made for repair / replacement.

\_\_\_\_\_  
User's Signature / Date