**DISTRICT OWNED CHECKOUT CONTRACT**

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|  ***Directions:*** |
|  *Teacher:* | *Complete Item Description, Check Out Date, and Return Date. Give form to student to retrieve signatures.*  |
|  *Student:* | *Retrieve signatures and return to teacher* |
|  *Teacher:* | *Sign document. Scan/print a copy of the signed document for the student. Keep the original file in your records.* |

This agreement is entered into between the XYZ Community School District (District) and the parents or legal guardians of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a District student.

**PURPOSE**

**WHEREAS,** The District has LIST EQUIPMENT/SUPPLIES available for students to check out during the school year.

**WHEREAS,** The student’s educational program may require them to use the LIST EQUIPMENT/SUPPLIES outside of class time, requiring this contract to be reviewed and signed by the parents of said student.

**AGREEMENTS**

1. The undersigned accepts full responsibility for the safe and timely (per this agreement) return of the equipment;
2. Equipment shall be returned in the same condition as when it was checked out. At check out, any imperfections shall be noted in an attachment to this agreement. All equipment shall be returned on or before the last day of the semester.
3. The INCLUDE EQUIPMENT/SUPPLY CARE INSTRUCTIONS.
4. The LIST EQUIPMENT/SUPPLIES shall stay in the immediate possession of the above listed child/student at all times (not to be left in a vehicle, locker, or other unsecure location).
5. The LIST EQUIPMENT/SUPPLIES will not be loaned to or used by any other individual than the above listed child/student.
6. The undersigned will be responsible for any replacement costs or repair costs if the LIST EQUIPMENT/SUPPLIES ARE damaged or lost while checked out with the above listed child/student. Any damage not noted prior to check out will be considered to have happened during the child/student’s possession of the LIST EQUIPMENT/SUPPLIES unless other proof is provided.
7. The estimated replacement costs for the LIST EQUIPMENT/SUPPLIES are as follows:
	1. LIST EQUIPMENT/SUPPLIES $;
	2. LIST EQUIPMENT/SUPPLIES $;
	3. LIST EQUIPMENT/SUPPLIES $.
	4. LIST EQUIPMENT/SUPPLIES $;
	5. LIST EQUIPMENT/SUPPLIES $; and
	6. LIST EQUIPMENT/SUPPLIES $.

**Description of Item Borrowed (including identifying District number):**

**Check Out Date:**

**Required Return Date:**

I, the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the above contract with my child/student and the below signatures represent our understanding and agreement to the conditions of this document.

**Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**