

# Schuylerville Central School District

## Staff, Materials & Equipment Request Form

Please type or use a ball point pen. Return form to the building principal or supervisor in charge in which the materials and/or equipment are being requested. *Please plan accordingly and allow for a three-week request and approval process.*

Please Note: Outlined below is a summary of the Board of Education Policy related to materials and equipment use.

Except when used in connection with or when rented under provisions of Education Law Section 414, school staff, school-owned materials or equipment may be used by members of the community or by District employees and/or students for school related purposes only. Private and/or personal use of school staff, school owned materials and equipment is strictly prohibited.

The Board will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment and loaned to students when the material and equipment is to be used in connection with their studies or extracurricular activities. Community members will be allowed to use school staff, school owned materials and equipment only for educational purposes that relate to school operations.

1. Requested from \_\_\_\_\_ High School \_\_\_\_\_ Middle School \_\_\_\_\_ Elementary School \_\_\_\_\_ Bus Garage \_\_\_\_\_ District Office  
\_\_\_\_\_ Computer Services \_\_\_\_\_ Other

2. Name of Organization \_\_\_\_\_  
Address/Building \_\_\_\_\_  
Person requesting staff, materials or equipment \_\_\_\_\_

3. Purpose of staff, materials or equipment request \_\_\_\_\_  
\_\_\_\_\_

4. Exact Service(s) Requested \_\_\_\_\_  
\_\_\_\_\_

5. Conditions of Use – It is clearly understood that the group/organization must adhere to all provisions of the school policy relating to staff, materials and equipment use . The group/organization is responsible for all charges for required employee service.

***I have read the Board of Education Policy on materials and equipment use and will comply with its provisions.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Building/Department \_\_\_\_\_ Phone \_\_\_\_\_

Date Needed: \_\_\_\_\_ (Please enter a specific date) Event Date: \_\_\_\_\_

### **Building Approval**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

### **Departmental Approval**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_