

**Rosemead School District**  
**REQUEST FOR USE OF DISTRICT PROPERTY**

I, \_\_\_\_\_ request to “borrow/use” district equipment for use at home during the school year.

Upon approval, I agree to:

- Accept financial responsibility if the District equipment is lost, stolen or damaged while in my possession:
  - If replacement is necessary, the device value will be determined by the District
- Return the equipment to the program administrator or designee upon request:
  - The District has verified that the equipment has been checked and is found to be in good working condition or new
  - Return the District equipment in the same working condition

Equipment will be used solely for school related work and project(s). I agree to use the equipment for the purpose of completing schoolwork and to enhance my knowledge of use of personal computers.

I agree to keep the equipment in my care, custody and control, and not to loan the equipment to other individual(s) or take it to locations not related to its use as an educational tool. I also understand that the condition of the District’s Acceptable Use Policy also applies regardless of the location of the equipment.

By signing this form, I certify that I will assume all ethical and financial responsibility for damage or theft to this equipment. I confirm that I will return said equipment in good working condition upon demand.

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Description of equipment	Serial Number	RSD Asset #
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Signature of Student	Date	School/Student ID#
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PRINT - Student Name	Parent Signature
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**Use by District Personnel**

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Date Returned	Signature of Person receiving returned equipment
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Returned in Good \_\_\_\_ or Poor \_\_\_\_ or Unacceptable condition \_\_\_\_