

**SCHOOL DISTRICT OF NEW LONDON**  
**USE OF DISTRICT-OWNED FURNITURE OR EQUIPMENT REQUEST FORM**

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

Name of borrower/renter: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Furniture/equipment requested: \_\_\_\_\_  
\_\_\_\_\_

Time period furniture/equipment will be used for non-school purposes: \_\_\_\_\_  
\_\_\_\_\_

- I agree to be responsible for the proper use and safe return of the furniture or equipment borrowed/rented from the School District of New London.
- I agree to indemnify, save, and hold free and harmless, the School District of New London, its officers, agents, and employees from and against all claims, demands, loss, liability, cost or expense of any kind of nature whatsoever which the school district or its officers, agents, or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to or death of persons or damages to property arising out of connected with, or attributable to the rental and use of school district furniture or equipment as provided herein.
- I understand that if the furniture or equipment is lost or damaged during the time it is under my care, I must pay replacement or repair costs to the satisfaction of the District Administrator or designee.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

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*(To be completed by school personnel)*

**Request is:**     **Approved**     **Denied**

Items borrowed/rented (include a description and serial numbers): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date and time furniture/equipment may be picked up:** \_\_\_\_\_

**Date and time furniture/equipment must be returned:** \_\_\_\_\_

**Rental fee:**

Amount: \_\_\_\_\_

Rental fee received on: \_\_\_\_\_

Waived: \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of District Administrator or  
Designee (include designee's position title)