

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**  
**PROPERTY/EQUIPMENT BORROWER RESPONSIBILITY FORM**

Borrower Name (Print): \_\_\_\_\_  
 Facility Name: \_\_\_\_\_ Facility Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Phone Number: (\_\_\_\_\_) \_\_\_\_\_ ID Number: \_\_\_\_\_

**Item(s) Checked Out**

Description of Item(s) and Model Number	Property Record Number	Serial Number

**Educational purpose for use of said equipment is:** \_\_\_\_\_

**I acknowledge that the item(s) listed above are working and operable and that I am financially responsible for the item(s) in case of loss, theft, or damage while the item(s) are checked out to me. I also agree to return said materials immediately if they become needed by the district.**

\_\_\_\_\_  
 Parent or Guardian Signature (If Applicable)      Date      Borrower's Signature      Date

<b>FOR DISTRICT USE VALID FOR ONE FISCAL SCHOOL YEAR</b>	
Authorized By: _____ Property Custodian or Designee	Date Loaned: _____ (Valid for one fiscal school year)
<b>For borrowed item(s) not returned, lost, stolen, damaged, or destroyed.</b>	
If Negligent: Amount Collected \$ _____ District Receipt # _____ Date _____	
If <b>Not</b> Due to Negligence: Provide Explanation _____	
Received By: _____ Property Custodian or Designee	Date Returned: _____ (Valid for one fiscal school year)

**THE SCHOOL BOARD RULES OF OSCEOLA COUNTY, FLORIDA**  
**Use of School Equipment and Explanation of Financial Responsibility**

It should be understood by each employee of this district that all school equipment, if purchased by tax dollars, is intended for use in the educational process of the students attending The School District of Osceola County, Florida.

These materials may be checked out by employees and students of The School District of Osceola County, Florida **after** execution of Form #FC-220-0894. Parent or Guardian signature is required if equipment is being checked out by a student who is a minor. You shall use the equipment in a careful and proper manner and comply with Florida law and School Board rules, policies and regulations relating to the possession, proper use, and maintenance of the equipment.

By signing this form and by using the school equipment, you agree to accept "financial responsibility" for the property. The term "financial responsibility" means that you assume and shall bear the entire risk of loss and damage to the equipment from any and every cause, unless you can demonstrate that any such loss or damage was not caused, in whole or in part, by your careless or negligent act or omission. In the event of loss or damage of any kind to any item of equipment, you shall pay the cost to place the same in good repair, condition, and working order; or, if the School District determines the equipment to be lost, stolen, destroyed, or damaged beyond repair, you shall pay the School District the book value of the equipment.

A negligent act shall include, but not be limited to the following:

- Equipment left in unlocked car or plain view in a locked car
- Equipment left unattended and/or unsecured in public place
- Equipment left unattended in an unlocked personal residence

You also agree that:

The equipment shall only be used for an educational purpose.

The equipment will be returned immediately upon request.

The date checked out and dates returned are correct.

Personal use of school equipment is prohibited and employees should refrain from submitting such requests to the principal.

Auth: 274, F.S.

Imple: 274, F.S.