



**MOORHEAD**  
AREA PUBLIC SCHOOLS

**Independent School District 152**  
**Probstfield Center for Education**  
2410 14th St. S., Moorhead, MN 56560 • Fax: 218-284-3333  
[www.moorheadschoools.org](http://www.moorheadschoools.org)  
• Superintendent: 218-284-3330  
• Assistant Superintendent: 218-284-3370  
• Human Resources: 218-284-3350

**Off-Premise Use of District Equipment Form**

**Administrative Procedure:** 732.1

**Date Adopted:** 3/23/1993

**Dates Reviewed:** 3/23/1993, 6/28/2011, 1/23/2012, 4/11/2016

**Section:** 700 NON-INSTRUCTIONAL

**Date Revised:** 1/23/2012

Item(s) borrowed:

Fixed Asset No.

_____	_____
_____	_____
_____	_____

Borrower name (please print): \_\_\_\_\_  
(if an organization, both the person and the organization)

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

Date to be returned: \_\_\_\_\_

Date of actual return: \_\_\_\_\_

Intended use: \_\_\_\_\_

Location where equipment will be used: \_\_\_\_\_

Department to which the equipment is assigned: \_\_\_\_\_

Additional explanation (if necessary): \_\_\_\_\_

\_\_\_\_\_



The undersigned assumes responsibility for loss, theft and/or damage beyond normal wear. Moorhead Area Public Schools assumes no liability for personal injury resulting from equipment use. The undersigned also asserts that this usage is not for personal gain.

Signed: \_\_\_\_\_

Usage must be in accordance with all Moorhead School Board policies.