日新中文學校
RAINBOW CHINESE SCHOOL
EQUIPMENT CHECKOUT FORM

PART ONE

Date _____

Borrower's name _____

Phone number of borrower _____

Checkout date and time _____

Reason for use _____

EQUIPMENT DESCRIPTION: (List each component being checked out)

1. _____
2. _____
3. _____
4. _____

PART TWO

I understand the following conditions for borrowing this equipment:

Equipment is provided for Rainbow Chinese School-related use only.

Equipment must be used in a responsible manner; every precaution must be taken to prevent damage to the equipment

If the equipment needs to be used after 11am, then please return the equipment to RCS IT Group the morning of the next session.

I accept full responsibility for the equipment I am borrowing. In the event of loss or damage of the equipment, I will report the circumstances of that loss or damage to the Rainbow Chinese School IT Group and/or principal immediately. I agree to return the equipment promptly.

Signature of Borrower _____

Date Equipment is Due Back _____

PART THREE

Check In

All items returned in satisfactory condition: Yes No

(If not, note any problems).

Date Returned: _____

RCS IT Staff Initial: _____