

**School District of Lodi**  
**District Library/AV/Media/Equipment Loan Agreement**

It is agreed by the parties below that:

1. The school District of Lodi will loan the following equipment \_\_\_\_\_  
to \_\_\_\_\_ for the purpose of \_\_\_\_\_  
(Name) (identify item)  
From \_\_\_\_\_ to \_\_\_\_\_  
(Dates)
2. \_\_\_\_\_ agrees to be responsible for any damage or repairs beyond  
(Name)  
normal use.
3. \_\_\_\_\_ will check out the identified equipment and will keep a copy  
(Name of Administrator, Director or Supervisor)  
of this agreement on file. The equipment is to be checked back into identified administrator, director or supervisor  
at the conclusion of agreement duration and administrator, director or supervisor will assess the condition of the  
equipment and assess any damages so noting for the person who checked out the equipment.

\_\_\_\_\_  
Administrator, Director or Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Student/Employee/Community Member

\_\_\_\_\_  
Date

Equipment checked out on \_\_\_\_\_

By: \_\_\_\_\_

Equipment returned and check in on: \_\_\_\_\_

By: \_\_\_\_\_

Equipment returned in good condition:     Yes             No (If no explain problem(s))

Send original signed from to \_\_\_\_\_ when equipment is loaned in  June;  July;  August.  
Retain one copy and return to \_\_\_\_\_ when equipment is returned at the end of \_\_\_\_\_.