

Use agreement/receipt for tables and chairs:

The following agreement is for the use of TVASD tables and Chairs by outside organizations and or private individuals. Any missing or damaged items will be replaced in full at the following cost per item:

Chairs: \$60.00 each Tables: \$80.00 each

The borrower is responsible for cleaning the items before they are returned to the school. A ten dollar per hour fee will be charged if there is a need for the school maintenance staff to clean the items upon their return. The organization borrowing the items along with school maintenance staff are responsible for inventory and inspection of items prior to them leaving the school. The school maintenance staff along with the borrower is responsible for inventory and inspection upon return of the items to the school.

Signatures upon borrowers receipt of serviceable items:

_____ Chairs _____ Tables

Borrowers Signature _____ Date _____

Maintenance Signature _____ Date _____

Signatures upon return of serviceable items:

_____ Chairs _____ Tables

_____ Damaged Chairs _____ Damaged Tables

_____ Missing Chairs _____ Missing Tables

Will maintenance staff be required to clean items (check one) _____ Yes _____ No

Borrowers Signature _____ Date _____

Maintenance Signature _____ Date _____

This form is to be returned to the Superintendent's office upon receipt of items back to the school.

