



SISTA JOY FRANCIS COMMUNITY EDUCATION FOUNDATION

Alexandria District, Clarendon, Jamaica | sisterjoy.org

PROPERTY & EQUIPMENT USE REQUEST

To be completed by the person requesting foundation-owned property or equipment.

A. APPLICANT INFORMATION

Full legal name / Organization:

Phone / WhatsApp:

Email:

Address / Community:

B. ITEM AND PURPOSE

Equipment / property requested (include quantity and identifying details):

Purpose and location of use:

C. REQUESTED PERIOD

Start date and time:

Expected return date and time:

Does the proposed use support the foundation's mission?

☐ Yes

☐ No

☐ Unsure

Will the proposed use benefit the community?

☐ Yes

☐ No

☐ Unsure

Please explain the benefit (if applicable):

REVIEW / RENTAL POLICY

Requests that do not support the mission or community may be considered for rental.

Rental is subject to availability, fees and written approval. No item may be collected or used without prior written authorization from the foundation.

Requests must be submitted at least 48 hours in advance; approval is subject to availability.

Continue to page 2 for photo identification, responsibility agreement and signatures.



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IDENTIFICATION & PROPERTY RESPONSIBILITY AGREEMENT

Applicant full legal name: _____

D. VALID PHOTO IDENTIFICATION

Valid government-issued photo ID presented (check one):

☐ Passport

☐ Driver's licence

☐ Other photo ID

ID type / last four digits or reference (optional): _____

PHOTO ID ATTACHMENT / VERIFICATION

Attach a legible copy of the applicant's valid photo ID here, or attach it as a separate page securely. The foundation representative verifies the ID.

☐ Copy attached

☐ ID viewed in person

☐ Pending

E. RESPONSIBILITY FOR LOSS OR DAMAGE

I accept responsibility for all foundation property released to me. I will use it only for the approved purpose, take reasonable care of it, and return it by the agreed date in the same condition, except for normal wear and tear. If the property is lost, stolen, or damaged while in my custody, I agree to notify the foundation immediately and be responsible for the reasonable cost of repair or replacement, subject to applicable law and any written terms agreed with the foundation. The foundation will document any loss or damage and provide the repair or replacement cost before payment is due.

☐ I have read and agree to these terms and the approved use conditions.

F. APPLICANT ACKNOWLEDGMENT & SIGNATURE

Applicant printed name: _____

Applicant signature: _____

Date signed: _____

Foundation approval and signature are recorded on page 3 (Office Use Only).



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OFFICE USE ONLY - REVIEW & RETURN RECORD

Applicant / Organization:

Date request received:

Item(s) requested:

G. FOUNDATION REVIEW & DECISION

Does the proposed use align with the foundation mission?

☐ Yes

☐ No

☐ Partially

Does the proposed use benefit the community?

☐ Yes

☐ No

☐ Partially

Decision:

☐ Approved

☐ Declined

☐ Rental offered

☐ More details needed

Rental fee, if applicable (JMD):

Authorized collection date / time:

Required return date / time:

Special conditions / explanation:

Approving representative / role:

Approval date:

Authorizing signature:

H. RELEASE, RETURN & CONDITION RECORD

Released by:

Date / time released:

Received back by:

Date / time returned:

Condition on return:

☐ Good

☐ Damaged

☐ Missing parts

☐ Not returned

Description of damage, loss, repair / replacement costs, if applicable:

Applicant acknowledgment / signature:

Foundation representative signature: