|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | Department: |  | |
| Phone: |  | | | Email: |  | |
| Intended Loan Duration (in days): |  | | | **Date Needed:** |  | |
| Short-term Loan Policy | | | | | | |
| * Typical short-term loan periods are 3 days. Extended loan periods are available for special situations upon request. * iPads are available for curriculum experimentation purposes for up to 14 days. * To provide the best service places requests a minimum of 48 hours in advance. | | | | | | |
| Short-term Loan Agreement | | | | | | |
| **By submitting this document, I am agreeing to the following:**   * I will assume full responsibility for the equipment including damage and repair costs. * I will not allow anyone else to utilize the equipment * I will never leave the equipment unattended * I will return the equipment to the provided transport container (i.e. carrying bag) during transport and when the item is not in use * I will return the equipment in the same condition as when it was loaned including all accessories and peripherals (i.e. power adapter) * I will personally return the equipment on the designated date before 5pm. | | | | | | |
| Requested Equipment | | | | | | |
| PC Laptop | | MacBook Pro | MacBook Air | | | iPad |
| Purpose of Loan | | | | | | |
| Classroom | | Conference Trip | Experimentation | | | Other |