|  |  |  |  |
| --- | --- | --- | --- |
| 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.
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| 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.
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| Requested Equipment  |
| [ ]  PC Laptop | [ ]  MacBook Pro | [ ]  MacBook Air | [ ]  iPad |
| Purpose of Loan |
| [ ]  Classroom | [ ]  Conference Trip | [ ]  Experimentation | [ ]  Other |