

STUDENT EQUIPMENT LOAN

The undersigned has been authorized to borrow the following equipment from the College of Charleston, Student Technology Center (STC) for College business.

<u>EQUIPMENT/MODEL</u>	<u>COFC#</u>	<u>SERIAL #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME: _____ **PHONE:** _____

DEPT/GROUP: _____ **E-MAIL:** _____

NATURE OF COLLEGE BUSINESS: _____

WHERE EQUIPMENT WILL BE USED: _____

The above equipment will be loaned to the Lessee (CofC Student only) under the following terms: *(initial each)*

____ 1. *Lessee* will be held responsible for the equipment, and is expected to exercise caution in handling and operation. If equipment is damaged or stolen, Lessee will be responsible for repair/replacement costs.

____ 2. *Lessee* will not check out this equipment for a non-student to use under any circumstances.

____ 3. *Lessee* will not loan this equipment to any other individual.

____ 4. *Lessee* will supply all extraneous materials (tape, DVD's, etc.)

____ 5. The student is responsible for any late fees occurred by not returning equipment on time.

____ 6. All equipment loans are to be picked up and returned by the *Lessee*.

____ 7. All equipment loans are **limited to one (1) day**.

____ 8. Student Computing Support reserves the right to cancel loan at any time.

____ 9. *Lessee* will be charged a late fee of \$10.00/hour if equipment is not returned on time.

____ 10. **Equipment must be returned by:** _____ / _____ / _____

LESSEE: *I am a student at the College of Charleston. I have read and fully understand the terms concerning the loan of the above equipment.*

Lessee Signature _____

OFFICE USE ONLY:

STC Staff Signature: _____

Date Returned: _____ **Checked In By:** _____

Comments: _____

Damage/Costs: _____ **Late Fees:** _____ **Total:** _____