

Reservations

Equipment reservations should be made at least 3 business days in advance by calling 315-781-4357 or emailing helpdesk@hws.edu.

Equipment Loan Agreement

Printed Name

Equipment Due Date

I understand that:

- The equipment has been tested prior to loan and has been verified to be functioning properly.
- All items loaned with equipment must be returned.

_____ I understand the above and have verified the equipment in WO # _____ is accurate.
(initials)

I understand that:

- I am required to report any equipment malfunctions immediately.
- I am responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out.
- In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment loaned will be billed to me.

_____ I understand the above, know how to use the equipment and can be charged for damages/loss.
(initials)

I understand that:

- I agree to return the equipment to the Help Desk no later than 4:30 PM the day it is due.
- All equipment loan extensions must be requested prior to due date and in person at the Help Desk.
- I will be charged up to \$25 per day for late equipment.

_____ I understand the above and will accept fines incurred if items loaned are not returned on or
(initials) before the due date.

I certify that I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the guidelines and policies. I understand that I personally am responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss or damage to the equipment.

Signature

Date

Additional Information

To view the Equipment Loan Policy, Acceptable Use Policy or for additional information, visit the IT Services Web site at www.hws.edu/offices/ITServices.