



Brentwood UFSD Instructional Equipment Loan Form

POLICY 8330-F1

Equipment is available on a first-come, first-served basis.

Name _____ Today's Date _____ EXPECTED Return Date _____
Please print Loan period should not exceed more than 30 days.

Equipment (and accessories if applicable) _____

Identification (asset or serial) number(s) _____

Purpose for Equipment Use _____

Condition of Equipment Excellent Good Fair Poor

Comments _____

Borrower's Signature _____ Date _____

Designated Lender's Signature _____ Date _____

By completing and signing this form, I acknowledge and agree to the following:

All use of the District's technology/AV equipment will be for educational purposes only.

Borrower's Liability: The borrower assumes all responsibility for equipment borrowed. Borrowers agree not to install software, alter system hardware or software configurations. The borrower of this equipment must be aware that they are responsible for full replacement costs if the equipment is lost, damaged or stolen. Borrower assumes responsibility for advanced notification to **Information Technology** (434-2308) if additional configurations are necessary. Support for district devices is available during normal school hours only. Any files saved onto borrowed equipment will be deleted immediately on return. It is the borrower's responsibility to keep a copy of all data, as the district cannot accept liability for loss of data caused by hardware or battery failure, or for files left on equipment once it is returned.

Installed Software: Only district owned/licensed software can be used on a district owned device. Requests for software installation may be considered if requests are made at least one week in advance and dependent on licensing conditions and availability of staff to perform the installation.

Security and Safety: Equipment must not be left unattended at any time. To do so is to invite theft. Keep the equipment with you at all times when in a public place. In the event of loss or damage to the equipment, the Designated Lender must be contacted immediately. In the event of theft the borrower must make a police report immediately.

ACTUAL Return Date _____ Condition Of Equipment Excellent Good Fair Poor

Borrower's Signature _____ Designated Lender's Signature _____

White: Borrower Yellow: Lender Green: Borrower upon return