Director Procedure Number: DH105
Title: Lending of EASTERN-Owned Equipment and/or Books
Section: Property

Lending of EASTERN-Owned Equipment and/or Books

Attachment A is the form to be signed and returned by any user of EASTERN-owned equipment for personal use.

Attachment B is the form to be signed and returned by any user of EASTERN-owned equipment for use associated with EASTERN.

Adopted: 9/11/13

Condition: ( ) Satisfactory ( ) Unsatisfactory Checked by: _____ Date: _____

ATTACHMENT A

EASTERN CENTER FOR ARTS AND TECHNOLOGY

LOAN AGREEMENT

The following equipment is approved for operation on a location beyond the limits of school property:

Quantity	Description	Make/Model	Serial Number

This equipment has been received in good condition and is fully operational. It is my responsibility to return it in this condition or to pay for repairs or replacement.

_____

_____

_____

Date Signed Out _____ Signed: _____

Date to be Returned: _____ Approved: _____

Returned by _____ Date:_____

Form#44 10/97

Condition: ( ) Satisfactory ( ) Unsatisfactory Checked by: _____ Date: _____

ATTACHMENT B

EASTERN CENTER FOR ARTS AND TECHNOLOGY - AGREEMENT FOR USE OF PROPERTY

EMPLOYEE OR STUDENT NAME: _____

A. EQUIPMENT LOAN

Complete this section to obtain authorization to use EASTERN property

ITEM DESCRIPTION	MODEL #	SERIAL #	EASTERN PROPERTY #	DATE OUT	DATE IN	INITIAL FOR RETURN

B. TERMS AND CONDITIONS OF USE AND SECURITY AGREEMENT

Your signature below verifies that you have read and understand the terms of this agreement outlined below and agree to comply with them.

The EASTERN equipment listed above is to be used primarily for official EASTERN business, and that any personal use of the equipment will be only incidental in nature. Equipment shall not be "loaned" or otherwise be made available to non-EASTERN personnel.

You agree to reimburse EASTERN for any personal use of this equipment that results in noticeable incremental costs to EASTERN as determined by EASTERN. In addition, you understand that all records related to the purchase, use and disposition of EASTERN-owned equipment are the property of EASTERN.

You understand that you are responsible for safeguarding EASTERN equipment, including any data on it. You further understand and agree that if, due to fault on your part, you may be responsible for compensating EASTERN in full for the replacement value of the equipment due to your failure to return, theft, loss or damage to said equipment. The extent of your responsibility, if any, will be determined by Director/designee upon consideration of the circumstances giving rise to the loss/damage.

You will update this form to reflect any changes in information. You will return EASTERN equipment upon request by the Director. If you are an employee and separate from EASTERN employment or transfer to another position, you will return the equipment before departure.

Improper use of EASTERN equipment may be considered misappropriation of EASTERN funds which may result in disciplinary action up to and including, for employees, termination.

_____ _____

Employee/Student Signature **Date**

If student is under 18, the parent/guardian of the student agrees to assume responsibility for the student's obligations as set forth above.

_____ _____

Parent/Guardian Signature **Date**

_____ _____

Supervisor Name (print) and Signature **Date**

Condition: ( ) Satisfactory ( ) Unsatisfactory Checked by: _____ Date: _____