Faculty/Staff Equipment Lending Contract

Technology Resource Center
Western New Mexico University
(575) 538-6360

The Faculty/Staff listed below is responsible for the safety of the equipment and operability upon its return. The Faculty/Staff member accepts the conditions also listed below, and must sign before equipment is released.

Please fill out the information below.

NAME: ____________________________________________

W. #____________________________ ext.: ______________________________________

FOR USE IN (please specify Bldg. and room #): _________________________________

START TIME: ___________________ END TIME: ___________________

START DATE: ___________________ END DATE: ______________________

ITEM TO BE USED: ______________________________________

______________________________________________

Please read the following conditions, and sign below.

I accept full responsibility for repair or replacement of the equipment or materials checked in the event of damage, theft, or loss. I also agree to return the equipment and/or materials by the time it is due. If these conditions are not met, I understand that my privilege to check out audiovisual materials will be revoked until satisfactory arrangements are made. I further understand that any cost for replacement may be charged to me. WNMU reserves the right to pursue legal action if necessary in order to recover costs on lost, stolen, or damaged equipment and materials.

Signature: _______________________________ Date: __________________

Checked Out By: ____________________________ (employee’s initials) Date: ________________

Checked In By: _____________________________ (employee’s initials) Date: ________________

TRC Manager Approval: __________________________ Date: ________________