

Student Equipment Lending Contract

Technology Resource Center
J. Cloyd Miller Library
Western New Mexico University

This Contract is to allow students to check out audiovisual materials and equipment from the Technology Resource Center for curriculum purposes per professor request and approval. Due to the limited availability of the equipment we wish to insure the equipment and/or materials are related to curricular activities. The student listed below is responsible for the safety of the equipment and operability upon its return. The student accepts the conditions also listed below, and must sign before the equipment is released to the student

STUDENT NAME AND ADDRESS: _____

W #: _____ Phone#: _____
Email: _____ 2nd Phone: _____

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

START TIME: _____ **END TIME:** _____
START DATE: _____ **END DATE:** _____

ITEM TO BE USED: _____

PROFESSOR NAME: _____

Ext.: _____

Please read the following conditions, and sign below.
I give the above student permission to check out equipment and/or materials.

Instructor verification received? YES _____ **NO** _____ **Date:** _____

I accept full responsibility for the 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 my student account and that transcripts may be withheld until satisfactory arrangements are made. WNMU reserves the right to pursue legal action if necessary in order to recover costs on lost, stolen, or damaged equipment and materials.

Student Signature : _____ **Date:** _____

Checked out By: _____ Date: _____
Returned: _____ Date: _____