

Equipment Loan Form

"I acknowledge receipt, on loan and free of charge, of the equipment described below ("the item") and, in consideration of this, agree that:

- (a) *I have inspected the item and satisfied myself that it is in good working order.*
- (b) *I have read and understood any guidelines for use of the item provided to me by the University and understand the method of operation of the item. I waive any right to avoid liability for loss or damage to any person or property on the grounds of not being familiar with the item's method of operation.*
- (c) *I understand and acknowledge that the University will not be liable to me or any person for any loss, damage, cost, expense, or other claim in relation to the item, including, without limitation, any use or reliance on the item, or any failure or malfunction of the item.*
- (d) *I shall ensure that the item is not used by a third party.*
- (e) *I undertake to return the item in good condition on or before (insert due date), or earlier if so requested by the University.*
- (f) *I accept full responsibility and liability for transporting the item to and from the University, and agree that the University is not responsible or liable for this.*
- (g) *I shall advise the person in charge of the department or section from whom I borrowed the item immediately I become aware of any damage to or loss of the item or any part of it.*
- (h) *If the period of the loan (either as specified above or by subsequent written agreement of the University), is longer than six months, I shall make the item available to the University at intervals of not more than six months in a manner as directed by the University for the purposes of the University checking the existence and condition of the item..*
- (i) *I will use the item for the business of the University only.*
- (j) *I agree to accept complete responsibility for the condition, care, use, and custody of the item until it is returned and in particular I agree forthwith to pay the cost of any necessary repairs to or replacement of the item if it or any part of it is damaged.*

Item: Full description of the item and any extras (specify whether guidelines for the use of the item provided)

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Heat Job No. Equipment Number Date.....

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 (Signature of Borrower) who also acknowledges having read and fully understood the above conditions of loan.

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 Printed name of Borrower

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 Address of Borrower

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 Signature of University Staff member witnessing Borrower's Signature authorising the loan

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 Date Returned Witnessed By