

Equipment Loan Agreement

Name: _____ UWID (A#): _____

Phone: (i.e. 555-555-5555) _____ WSU Email: _____@westfield.ma.edu

Address: _____

By signing this document, I hereby recognize that:

➤ I am responsible for all components of (check one):

FM system, including (but not limited to): Replacement value: \$1,640.00

Receiver (with charging cord, plug, & audio cable)

Microphone (with charging cord, plug, audio cable, recording cable, carrying pouch, & neck loop)

Manuals

Mac USB adaptor

Plastic carrying box

Other: _____

QTS System, including (but not limited to): Replacement value: \$750.00

Laptop (with charging cord & bag)

Ipad (with charging cord & plug)

Wearable Microphone (with base, charging cord, & carrying case)

Conference Microphone (with charging cord, & carrying case)

Mac USB adaptor

Other: _____

Other: _____

➤ I am responsible for the loss and/or any damages to the borrowed equipment and all components.

➤ I understand that the borrowed equipment and all components must be returned to the Banacos Academic Center at the mutually agreed upon time written below.

➤ I understand that failure to return the borrowed equipment or any of the components by the agreed upon date may result in being billed for the equipment borrowed/not returned.

Date of loan: _____

Date of return agreed upon: _____

Borrower's Signature: _____

Staff Signature: _____

Actual date of return: _____

Borrower's Signature: _____

Staff Signature: _____