[](http://www.westfield.ma.edu/)Banacos Academic Center

Disability Services

413-572-5789 v

[banacos@westfield.ma.edu](mailto:banacos@westfield.ma.edu)

**Equipment Loan Agreement**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UWID: A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this document, I hereby recognize that:

* I am responsible for all components of (check one):
  + SmartPen, including but not limited to the pen, the pen cap, the USB cord, the ink, the notebook, and the manuals. Replacement value: $120
  + FM system, including but not limited to the receiver, transmitter, neckloop, microphone, all cords, and manuals. Replacement value: $1,640
  + 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_