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

Disability Services

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

Learning Disabilities Program

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

Banacos Advisor: 

**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):

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):

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: ******