

## Equipment Use Agreement

I, \_\_\_\_\_, am being issued the equipment listed below for the sole purpose of recording and/or listening to classroom lectures and/or assigned readings.

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

I understand and agree to the following:

- This equipment is the property of Academic Success at Stetson University
- This equipment is for my use, and I will not loan it to anyone else.
- I will use the equipment prudently, taking reasonable efforts to prevent damage
- I will notify Academic Success of any malfunction, loss or damage to the equipment as soon as possible.
- I am responsible for the prompt return of the equipment to Academic Success at or before the time and date specified below, or upon withdrawal from the university should that occur during the semester.
- I am responsible for any costs incurred as associated with loss or damage of this equipment. I also understand that a hold will be placed on my account until I reimburse Academic Success for any loss or damage to the equipment.

Equipment	Number	Return Date

**Check out:**

Signature of Borrower: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of AS Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**Return: (check one)**

The above loaned equipment was returned in good working condition

The above loaned equipment was returned with the following problems: \_\_\_\_\_

Signature of Borrower: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of ASC Staff: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_