Agreement to Use College Equipment Off Campus
For College Related Purposed Only
(Email request or bring 2 copies of completed form to the Audio Visual Department)

Today’s Date: __________ Name: _______________ Email: _____________________________

Contact Number _______________ Date/Time Needed: _______________

I am a (select one) ☐ employee ☐ Administrator ☐ Classified ☐ Other authorized User Specify here

Equipment requested and use: Equipment requested and use

In consideration for the off-campus use of College equipment or property, namely,

List equipment or property requested here

- I agree to use the equipment or property in accordance with the Hartnell College Governing Board Policies, and be fully responsible for the equipment while it is checked out in my name.

- I agree to exercise reasonable care of the equipment or property and to return it in the same general condition as when loaned to me.

   The Person to whom the equipment is loaned assumes the entire responsibility for its proper care and use. This includes reimbursement to the College for the cost of repair or replacement in the case of damage or loss.

Equipment Description and use:

Equipment Description and use

Check-Out Date/Time: ______________ Check-Out Time ______________ Check in Date/Time: ______________ Check-In Time ______________

Signature ______________ Date ______________ Signature ______________ Date ______________
Borrower’s Signature ______________ Date ______________ Authorizing Signature ______________ Date ______________

For Audio/Visual Department Use Only

________________________________________________ Date Returned: ______ / ______ / ___________
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**Legal Reference:** Governing Board Policy 2105