Student Equipment Lending Contract

Media Technologies Services  
(575) 538-6360  
Western New Mexico University

This Contract is to allow students to check out audiovisual materials and equipment from the Technology Resource Center for curriculum purposes per professor request and approval. Due to the limited availability of the equipment we wish to insure the equipment and/or materials are related to curricular activities. The student listed below is responsible for the safety of the equipment and operability upon its return. The student accepts the conditions also listed below, and must sign before the equipment is released to the student.

Student Name and Address:

W #: __________________________  Phone#: __________________________  2nd Phone: __________________________

Email: __________________________ FOR USE IN (please specify Bldg. and room #): __________________________

START TIME: __________  END TIME: __________

ITEM TO BE USED: ____________________________________________________________

All students will be required to provide an ID upon picking up any equipment. Students will only be allowed to pick up equipment if they are listed and for the duration stated above.

Student signature: __________________________  Date: __________________________

The Faculty/Staff member listed below is responsible for the safety of the equipment and operability upon its return. The Faculty/Staff member accepts the conditions also listed below, and must sign before the equipment is released to a proxy. Please fill out the information below.

Name of the Faculty Member: __________________________

Department: __________________________  Phone: __________________________

Please read the following conditions, and sign below.

I accept full responsibility for repair or replacement of the equipment or materials checked out in the event of damage, theft, or loss. I also agree to return of have the proxy return the equipment and/or materials by the time it is due. If these conditions are not met, I understand that my privilege to check out audiovisual materials will be revoked until satisfactory arrangements are made. I further understand that any cost for replacement may be charged to me. WNMU reserves the right to pursue legal action if necessary in order to recover costs on lost, stolen, or damaged equipment and materials.

Faculty Member signature: __________________________  Date: __________________________

Checked Out By: __________________________ (employee’s initials)  Date: __________________________

Checked In By: __________________________ (employee’s initials)  Date: __________________________

TRC Manager Approval: __________________________  Date: __________________________