



Equipment Loan Agreement Marion County School District

719 North Marion Street
Office 843.423.1811 / Fax: 843.423.8328
Marion, South Carolina 29571
www.marion.k12.sc.us

Purpose: Provide staff with short-term loan of equipment for professional use only.

Loaned to: _____ Phone #: _____

Building: _____ Date Loaned: _____

Marion County School District Off-Site Use of District Equipment by Employees

District equipment may be borrowed by District employees for use in connection with their work in the District, upon approval of the administration and after signing out for said equipment, providing that the use of said equipment will not interfere with the programs and services of the District. Accountability and control over the loaning of District owned assets will be the responsibility of the building principal, department supervisor (or designee). Additionally, it should be understood that District employees borrowing equipment relieve the District of any responsibility for injury resulting from use of said equipment and assume complete financial liability in case of damage, theft, or destruction of the equipment. Replacement charges will be based on the cost of parts and labor to repair the equipment and consideration of "normal wear and tear," or the current cost of replacing the unit – whichever is most appropriate. A user whose equipment has been lost, stolen, or damaged shall have her/his borrowing privileges revoked until restitution or other suitable arrangements have been made.

I the borrower will assume responsibility for loss for the item(s) checked below and for the repair of any excessive wear and/or damage due to negligence. In addition, I agree to submit a claim on my homeowner/rental insurance to determine coverage that I may carry. Any funds that I receive will be remitted to the Marion County School District to cover the loss.

I agree to faithfully perform all of the conditions for the use of this equipment, including necessary care of the item(s), which include precautionary measures as follows:

- Do not leave equipment in a vehicle for extended periods of time (especially during periods of extreme cold or heat).
- Do not leave equipment in plain sight in your vehicle.
- Transport equipment in the case provided to protect it.
- Recharge battery before returning equipment, if applicable.
- Do not loan the equipment to another person. If you do, you are still financially responsible for it.
- If borrowing a projector, let the fan run for 10 minutes after you have finished for cool down.

- | | | |
|---|---|---|
| <input type="checkbox"/> AverKey | <input type="checkbox"/> Large Sound System | <input type="checkbox"/> Remote Control |
| <input type="checkbox"/> DVD/VCR | <input type="checkbox"/> IPAD _____ | <input type="checkbox"/> Small Sound System |
| <input type="checkbox"/> Digital Camera(s) _____ | <input type="checkbox"/> Portable CD Player | <input type="checkbox"/> Surge Protector/ Extension Cord(s) _____ |
| <input type="checkbox"/> Headset(s) w/ Microphone _____ | <input type="checkbox"/> Projector Screen | <input type="checkbox"/> Video Camera w/ tri-pod |
| <input type="checkbox"/> Laptop(s) _____ | <input type="checkbox"/> Projector(s) _____ | <input type="checkbox"/> Other _____ |

Asset Tag # _____ Make/Model: _____ SN: _____

It is further agreed that the equipment will be returned to the School Media Specialist or Media Assistant during office hours, Monday - Friday 7:30-4 p.m. on or before:

Return By: Date _____ Borrower's Signature _____

EQUIPMENT RETURN RECEIPT

Receipt of the item(s) and accessories listed above is hereby acknowledged. The item(s) were returned in

satisfactory damaged condition, (Staff member will be notified as to the cost of repairs, if any.)

Nature of damage: _____

Received by: _____ Date: _____