

Viking Card Office Equipment Check out Form

I understand I am responsible for this equipment during the checkout period. I will be responsible if it is lost, stolen or damaged and the account number provided will be charged for any repair or replacement required. I agree not to download or install any software on the equipment. I agree to return the equipment to the Viking Card Office in the condition that it was given to me.

Please print.

Name: _____

CSU ID # _____ Phone: _____

E-mail: _____

Department/Organization: _____

University Account number: _____ - _____ - _____

Location of Event: _____

Date of Event: _____

Equipment checked out: _____
(include all hardware, chargers, etc.)

Expected
Return Date & Time: _____

Signature: _____ Date: _____

For VikingCard Office Use ONLY:

VCO Staff: _____ Date/Time checked out: _____

Condition: Excellent Very Good Poor

RETURNED:

VCO Staff: _____ Date/Time Returned: _____

Condition: Excellent Very Good Poor

Viking Card Office Equipment Check out Form

Viking Card Equipment Agreement

Terms and Conditions

Loss and Damage – You are responsible for any damages or losses.

As a borrower, you assume all responsibility for any damage, loss or theft of the equipment and accessories checked out to you. All costs associated with the loss, theft or damage of the equipment while on loan to you shall be the sole obligation of the borrower.

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.

The borrower bears responsibility to return all equipment in the same condition as originally loaned.

Use of Equipment – You are responsible for abiding by all laws and policy.

As a borrower, you agree to use borrowed equipment in a careful manner and as intended for academic pursuits and campus events. You shall comply with all applicable federal, state and local laws and university policies applicable to the use of the equipment.

You understand and agree that failure to follow all policies may result in removal of borrowing privileges.

Return – You will return the equipment in a timely manner.

You understand that failure to return the equipment at the scheduled return time may result in a fine, and/or the loss of future loan privileges as determined by the University.