

**Name: Contact Info:**

**Section/ Unit: Date:**

**Description of equipment borrowed OIST ID # Serial number**

1. ………………………………… ………………. ……………….
2. …………………………………. ………………. ……………….
3. ………………………………… ………………. ……………….

**Specified return date:**

**Purpose for use of equipment:**

**Special Conditions:**

# Declaration

I agree to the safekeeping of the equipment detailed above and to return all items on the date specified.

Any loss or damage to the equipment may result in a claim from the Graduate School for reimbursement of policy excess or any reasonable costs incurred.

**Signed:**……..……………… **Authorising Signature:**…………………..

**Print Name** **Print Name**

**Date Returned:**

**Received By:**

*Note and Agreement of Obligations for Teaching Labs Equipment Use*

Occasionally OIST Graduate School property may be loaned to OIST research units, faculty and staff in support of academic activities.

I hereby acknowledge receipt on loan of the equipment from the OIST Graduate School to be used in support of academic activities. In consideration thereof, I agree that:

a) I have inspected the item and it appears to be in working order;

b) I understand the method of operation of the item and shall not try to avoid liability for damage on the grounds of not being familiar with operational procedures;

c) I undertake to return the equipment borrowed in good condition on or before the anticipated return date but also agree that the equipment borrowed may be requested to be returned early;

d) I shall immediately advise the person in charge of the equipment when I become aware of any damage to or loss of the item or any part of it.

e) I agree to accept complete responsibility for the condition, care and custody of the item until it is returned and, in particular, I agree to pay the cost of any necessary repairs to or replacement of the item if it or any part of it is damaged.