West Valley College  
Disability and Educational Support Program  
Equipment Loan Agreement

Name: ___________________________ ID: ___________________________

Address: ___________________________

Phone: __________________________ e-mail: ___________________________

Check out date: ____________ Check in Date ________________________

Digital Recorder: ________ Inventory# __________

FM Loop: __________ Inventory# __________

Smart Pen: __________ Inventory# __________

Calculator: __________ Inventory# __________

Other: _______________________________________________________

Condition of equipment when loaned: ______________________________

Student responsibilities when borrowing equipment are as follows:

1. Return equipment within the prescribed loan period.

2. Return equipment when needing repair or recalled by DESP.

3. Take reasonable care of equipment and materials.

4. Do not loan materials or equipment to other individuals.

5. Notify DESP of address or phone number changes.

I understand the above responsibilities and agree to abide by the published policies and procedures of DESP. I understand that failure to return materials in a timely manner may result in a hold on my at WVC account.

I agree to return the above item(s) on or before the end of the current semester, and accept all responsibility for any damage or injury above and beyond reasonable wear and tear resulting directly or indirectly from use of the item. I also agree to replace equipment if lost or damaged with an identical or like model.

Student Signature_________________________ Date____________________

Staff Signature_________________________ Date____________________