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# _______________

Victor Reader: __________ 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 ______________________