

MEDIA EQUIPMENT CHECKOUT AGREEMENT

The equipment inventoried below is checked out to the person signing this form subject to the conditions at the bottom of this form.

LOANED EQUIPMENT INVENTORY		
Description	Proposed Location	Period of Use
		From:
		To:

USER INFORMATION	AUTHORIZATION
Name:	Dept. Name:
Signature:	Administrator Signature:

MEDIA STAFF USE	
Checked Out By:	Checked In By:
Date:	Date:

1. Equipment will be returned to the department by the due date.
2. For computer equipment, user agrees to honor all software licensing agreements related to installed programs.
3. User assumes responsibility to ensure the equipment is secure from loss or theft and is used in such a manner as to limit damage to normal wear and tear while in his/her possession. It is the user's responsibility to check personal insurance coverage.
4. User agrees not to modify the equipment without written authorization
5. User indemnifies and holds harmless Seattle Central Community College for any damages caused by this equipment being in his/her possession.
6. Failure to comply with these conditions may lead to the following sanctions:
 - a. User may be charged with the replacement cost of the equipment.
 - b. In the case of software, user may be personally liable for civil or criminal penalties arising from copyright infringement or abuse of licensing agreements.