

# Equipment Loan Agreement



I, \_\_\_\_\_ (full name), wish to borrow school district equipment for the period \_\_\_\_\_ (beginning and end date) and agree to the following terms and conditions:

- To be financially responsible for the equipment if it is lost, stolen, damaged or destroyed.
- To immediately replace/repair the equipment if it is lost, stolen, damaged or destroyed without waiting for insurance reimbursement.
- To take all reasonable measures to prevent abuse of the equipment and not lend it to a third party.
- To guarantee the equipment's return within the time frame stipulated.

Equipment	Serial No.	Date out	Borrower's Signature	Date in	Principal's Signature

### Reason for Request to Borrow Equipment:

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By signing this agreement, the borrower accepts the terms and conditions as outlined above.

**The school principal or site manager has final authority to approve or not approve an equipment loan request. By approving, the school assumes responsibility for equipment loaded out under this agreement.**

<b>Approval</b>	
_____	_____
<b>Borrower's Signature</b>	<b>Principal's Signature</b>
	_____
	<b>Date</b>