



Skype Kit – Loan Agreement Form

As the Borrower, please read carefully. Your signature below is your agreement to use the equipment only for university purposes and you accept full responsibility for the loss or damage of the equipment:

Technical Services will not be held liable for any consequential action(s) resulting from or involving the use of borrowed Technical Services equipment. The individual bound in agreement is the sole trustee and guarantor of action(s) conducted with all borrowed Technical Services equipment.

You must be a registered Arts and Humanities student, faculty member or staff member before you can borrow Technical Services equipment. When asked, you must show a valid Western ID card on request. Technical Services reserves the right not to loan out equipment until you can present a valid Western ID card.

All equipment will be signed out for a period of 24 hours with the exception of the week-end which is defined as Friday afternoon through to Monday morning. Exceptions will be made for civic holidays.

The borrower is responsible for equipment until the Loan Agreement Form has been signed off by a Technical Services staff member to indicate that the equipment has been returned in good working condition.

Only in extreme circumstances (i.e. illness, etc.) will special exception be given to people who fail to bring the equipment back on time and only if the Borrower has contacted Technical Services (artstech@uwo.ca) in order to give notice that the equipment will be late due to circumstances outlined above.

Failure to return all the equipment on-time and in the same good working condition will result in the loss of future sign-out privileges.

In the case of loss, you will need to repay all associated costs to replace with equivalent value equipment at that time.
In the case of breakage, you will need to repay all associated costs to repair equipment.

All information provided by the Borrower on this form will remain confidential unless s/he has violated any of the set guidelines pertaining to borrowing privileges and other Western support resources are called to assist.

Please remember that the loan of this equipment is a privilege and not a right and that there are restrictions as to what equipment can be loaned out.

This resource must be booked at least 5 days in advance to ensure availability of equipment.

EQUIPMENT(S):

SKYPE KIT- Hard case, HD Webcam, Yeti USB Microphone, 6-10' USB Extension

Date Out: _____ Due Date: _____

Borrower Name: _____ Phone: _____

Western ID #: _____ E-mail: _____

Room and building where the equipment is being used: AHB, IGAB etc.

Building: _____ Room: _____

Under no circumstances are course instructors or staff members permitted to sign out equipment on behalf of another person.

My signature below serves as my agreement to use the equipment as outlined above accept full responsibility for any loss or damage while the Equipment is signed out to me.

Signature of Borrower: _____ Date: _____

Date Returned: _____ Received in good order by Technical Services _____

Cost to replace \$ 500.00