

Jacksonville State University's Department of Music provides equipment on loan for a temporary period to area organizations. In order to receive equipment, organizations complete and submit this form, transport items borrowed, handle borrowed equipment with care, and return the equipment upon or prior to the date listed for return.

If the equipment is not returned in a timely manner, returned in damaged condition, or lost, the borrowing organization may be billed the charge for replacing or repairing the equipment. Non-payment will result in the organization not being eligible for future borrowing agreements.

Name of Organization: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Primary Point of Contact (Person's Name): _____

Cell Phone #: _____ Email: _____

If students, staff or faculty are involved in the organization, please list them below:

Site of Event Where Equipment Will Be Used: _____

List of Equipment requested: _____

Time period you will borrow the equipment: _____

By completing this form, you agree and understand the following:

The borrowed equipment must be returned to the Department of Music on time and in good condition by the date agreed upon.

You assume financial responsibility for repairing the equipment if it is lost or damaged as a result of neglect or carelessness.

You assume financial responsibility for battery replacement in battery operated equipment and you are responsible for security of the equipment during the loan period.

If the equipment is stolen, you will report to the Department of Music immediately.

I have read and understand the conditions for borrowing equipment from Jacksonville State University.

Signature of Borrower POC

Date

Signature of Departmental Rep

Date Processed

Type of equipment issued: _____

Date issued: _____ Date equipment was returned: _____