Equipment Loan Form

Borrower Information

Name of Borrower: ________________________________________________________________

Relationship to Florida Tech: □ Student □ Faculty □ Staff □ Other: ______________________

Contact E-mail: ____________________________________________________________ Contact Ph. No.: (      ) _____ - ______

Location(s) of Use: ________________________________________________________________

Name of Project(s) (if Applicable): __________________________________________________

Type of Project: □ Capstone □ Class □ Research □ Organization □ Other: ________________

Equipment Information

Equipment Description: ____________________________________________________________

Model No. (if available): ______________________ Serial No. (if available): ________________

Detachable Accessories (if any) (E.g. Battery, probes, leads, etc.) Include quantity:

_____________________________________________________________________________

Loan Duration:

Start Date: ____________________ End Date: ____________________

Terms of Loan

I agree to the safekeeping of the equipment detailed above and to return all items on the date specified.

I know how to use the equipment that I am borrowing in a safe manner.

Any loss or damage to the equipment may result in a claim for reimbursement of equipment value or any reasonable costs incurred.

Signatures

Check Out (Put printed name and signature)

Borrower: ________________________________________________________________ Date: __________

Makerspace Staff: _________________________________________________________ Date: __________

Check In (Put printed name and signature)

Makerspace Staff: _________________________________________________________ Date: __________