

IMAGING CENTER, ART DEPARTMENT
EQUIPMENT REGISTRATION POLICY

This form must be signed before checking out equipment. The use of equipment is limited to students who are currently enrolled in Art or Museum classes. By signing this document you agree to abide by the policy stated below.

STUDENT INFORMATION

Last Name _____

First Name _____

Email Address _____

Phone _____

Year _____

Smith (or 5 College) ID# _____

Instructor _____

Course _____

I accept responsibility for the equipment I will be using. I understand that if this equipment should become damaged due to negligence while in my use, or lost or stolen while in my possession, I will be responsible for paying the current replacement or repair costs.

I also agree to return the equipment personally when due. Repeated overdues, or failing to return overdue equipment promptly when notified of lateness by email, will result in the loss of borrowing privileges. Letting anyone else use the equipment signed for by me will also result in the loss of borrowing privileges.

Signature

X _____

Date ____ / ____ / ____