

ESU 7 Equipment Sign-out Form

This form assigns primary responsibility for ESU 7 equipment to the borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage. *If it is determined that loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the equipment.*

Date Signed Out:	Due Date:	Date Returned:
Borrower Name:		Phone Number:
Agency:		
Item:		
Primary location of equipment while signed out:		

1. The borrower will be responsible for return of the equipment in like condition as received.
2. If loss or damage of the equipment/property occurs and determination is made that the loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the item(s). Reimbursement to the ESU 7 by the borrower who checked the equipment out should be at the fair market value of the equipment/property at the time of loss.
3. Equipment cannot be loaned or transferred to a third party.
4. The borrower cannot modify the equipment.

I have read the above information and agree to the terms and conditions herein contained.	
Borrower Signature_____	Initials of ESU 7 Personnel_____

Educational Service Unit 7
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