

CARLETON INSTRUMENT EQUIPMENT RELEASE

1. \_\_\_\_\_ [student name], hereafter referred to as "The Borrower," has the sole responsibility as Borrower of the equipment. The equipment is to remain in The Borrower's possession until the termination of the loan.
2. The equipment is to be returned to the Production Office on or before the date it is due.
3. The Borrower agrees to take the utmost care to protect the equipment and prevent it from loss, theft or damage.
4. The Borrower is not to lend the equipment to a third party.
5. The equipment is to be used only for Carleton-related use, not for private use or in any other for-profit endeavor, unless permission has been granted by Carleton College.
6. If loss, theft or damage occurs, the borrower must notify **Paul Bernhardt** at [camsprodn@carleton.edu](mailto:camsprodn@carleton.edu) as soon as practicable, and shall protect the equipment from further damage. The Borrower is responsible for the cost of repair or replacement. The repair/replacement amount will be billed to The Borrower's Carleton student account.
7. The Borrower agrees to hand carry and keep the equipment in sight at all times during transit. The equipment is not to be checked as aircraft baggage, unless mandated by the airline. (If this results in damage to Carleton equipment, The Borrower remains responsible for repair or replacement.)
8. Failure to return the equipment on time will result in late fee penalties.
9. In the event The Borrower is for any reason unable to return the equipment, they must email [camsprodn@carleton.edu](mailto:camsprodn@carleton.edu).
10. In the event that all students are asked to leave campus in a short period of time, The Borrower must either return the equipment following instructions from the Production Office, or make secure arrangements for its safe return.
11. In all cases, The Borrower will be held responsible for the equipment until it has been received at the Production Office.
12. The Borrower understands that by borrowing this equipment, they agree to the terms of the loan as specified herein and in accord with all Production Office circulation policy. The Borrower assumes full responsibility for the equipment.

Borrower's Name: \_\_\_\_\_

Home/Permanent Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Campus E-mail: \_\_\_\_\_@carleton.edu Personal E-mail: \_\_\_\_\_

Course Number and Name: \_\_\_\_\_ Year: \_\_\_\_\_ Term: \_\_\_\_\_