

Equipment Sign-out Form

The Department of Human Dimensions of Natural Resources (HDNR) maintains certain equipment (projectors, laptops, video editing station, cameras, microphones, and other accessories) to serve the mission of education, research, and outreach by current HDNR employees and certain eligible students under the direct supervision of a current HDNR employee.

This form assigns primary responsibility for HDNR 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.*

In accordance with University policy, all equipment will be used exclusively for University related business. Any personal use of this equipment requires express approval by HDNR Head or designee. The equipment will be returned by the scheduled date of return or an additional request will be completed to extend the check-out period. In the event of insured loss, proper notification must be made immediately to HDNR.

Inventory ID	_____	Date Signed Out	_____	Due Date	_____	Date Returned	_____
Borrower Name	_____		CSUID	_____		Phone Extension	_____
Item Description	_____						
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 college 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 in any way without written approval of HDNR.
5. Equipment reservations must be made in person or via [online calendar](#) (MTM specific equipment), and will be prioritized below HDNR or HDNR programmatic needs.
6. The borrower will make the equipment available at any time as requested by HDNR.
7. All borrowers must go through one on one training with HDNR Communications Coordinator or assigned trainer.

I have read the above information and agree to the terms and conditions herein contained.	
Borrower Signature _____	Equipment Manager _____
Date Signed _____	