



Equipment/Checkout Loan Form

User Responsibilities

You are responsible for all of the equipment checked out, including the manual. It is your responsibility to verify the working condition of the equipment when it is checked out. When you return the equipment, you will be asked to turn its power on and verify its functionality for the person checking in the equipment. Loss or damage to the equipment due to negligence is the financial responsibility of the person in whose name it is checked out. If the equipment is stolen, contact the police and TVBC Church office immediately.

Time Limits

Equipment may be renewed one time without having to check it back in first, provided it has not been reserved by another individual. A second renewal will require bringing the equipment in for inspection, and checking it out again. Please do not keep the equipment beyond the allowable checkout time. If you need one extension, come in or call the Church office at 210-509-4024, as the equipment may already be reserved. If you are late returning equipment three times, borrowing privileges will be revoked for one quarter.

Training

If you do not have previous experience with the equipment, you must receive training from the appropriate support person before you check it out. Training may be done by appointment.

Equipment Itemization/Description

Date Out _____ **Date Due** _____

User Agreement

I understand that the equipment is valuable, and will use the equipment with care, and use my best effort to guard against damage, loss, or theft.

Recipient's Signature _____

Print Name _____

E-Mail _____ Phone _____

OFFICE USE ONLY

Authorized Signature _____ Date _____

Date Returned _____ Received by _____