

## Laptop Loan Agreement

Name \_\_\_\_\_ ID Card # \_\_\_\_\_

Campus Address \_\_\_\_\_

Email Address \_\_\_\_\_

Campus Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

### Checking out

Laptops are checked out from Technology Lab 210 on a first come, first served basis.

Eligible borrowers are current Whitman School of Management Students.

Borrowers are required to leave their current Syracuse University ID Card upon receipt of a laptop. The ID Card will be handed back to the borrower when the laptop is returned.

### User Responsibilities

- Do not leave the laptop unattended. You are responsible for the laptop and all accessories while it is checked out to you. Return the laptop directly to an IT staff member at the computer consultant's desk in Technology Lab 210. Leave it running so that IT staff can check its condition. Whitman IT is not responsible for damage to or the loss of your computer files, nor for viruses that may be acquired during use.
- Loan period: Laptops are due back three hours after check out, or one ½ hour before an IT staff member is scheduled to leave, whichever occurs first. Laptops will not be checked out within ½ hour before an IT staff member leaves work.
- Fees: You will be charged for the replacement of the laptop if it is lost, stolen or damaged while it is checked out to you.
- Do not tamper with the laptop's hardware and existing software. You will be charged for damaged or missing parts.
- Whitman IT reserves the right to deny laptop borrowing privileges to students who violate the above rules and regulations.

I understand and agree to comply with the regulations listed above. I will reimburse the Martin J. Whitman School of Management the cost of a replacement laptop if the laptop is lost, stolen, or damaged while checked out to me.

Signature \_\_\_\_\_ Date \_\_\_\_\_