

EQUIPMENT CHECKOUT AGREEMENT FORM

Date: _____

Equipment Check Out Rules:

1. All equipment requires a formal sign-out **in person** without exception. Students are to produce their matriculation card when signing out equipment.
2. Students are advised to check all equipment before signing them out and are fully responsible for equipment under their care. Students are advised not to leave equipment unattended.
3. Equipment is to be checked out for academic purposes only and is only for use by the intended borrower, strictly not for a third-party/commercial use within or outside NTU premises. All equipment must be returned by the end of the check out duration.
4. Counter staff do not drop off or pick up checked out equipment.
5. Equipment must be returned the way it was checked out, with cables and other accessories intact. Students are responsible for the repair costs of any equipment damaged under their care, or the replacement costs of any equipment or accessories not returned.
6. The School will not accept responsibility for damage to personal equipment caused directly or indirectly by the checked out equipment.
7. The borrower assumes sole liability for any injuries or damages sustained by him and/or to others while using this equipment.
8. There will be no equipment check out during the holidays without prior approval from the School.
9. Use of specialised equipment is restricted to students undertaking specific courses and/or relevant academic work. For the check out regulations and conditions governing the use of specialised equipment, students should refer to the responsible member of the Technical Staff.

Check Out Duration and Late Return Penalties:

1. Some equipment requires prior reservation before check out and depending on the type of equipment, there may be a cap in the maximum number that you can loan. Please plan ahead and check with the respective counters for more information.
2. The maximum check out duration is as follows, including **weekends** and **public holidays**:
Foundation students: 5 days, no renewals allowed.
Year 2s and 3s: 3 days, maximum 3 day renewal subject to availability.
FYP students: 5 days, maximum 5 day renewal subject to availability.
Please note that counters remain closed on weekends and public holidays and plan your check out schedule accordingly.
3. Late returns will be fined at **\$20 a day per item** checked out up to a cap of \$200 per item. Students with fines will be barred from further equipment check out until the fine is cleared.

I have read and fully understand the equipment check out Rules & Regulations and agree to comply with all equipment policies and procedures. I assume full responsibility of the equipment and facilities checked out including complete financial responsibility in the event of loss, theft, damage or irresponsible use of equipment. I understand that failure to comply with applicable equipment check out terms or policies and procedures may result in immediate loss of all equipment privileges.

Name _____

Matriculation Number _____

Email _____

Signature _____