**[Agency Name] Contract to Use Equipment**

I understand [Agency Name] lends equipmentto tutors, volunteers, and learners **as needed for online instruction and volunteer activities**. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, received:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| if received | Item Name | ID | Replacement Cost | Due Date | Condition of Item  (note any damage) |
|  | laptop computer |  | $---- |  |  |
|  | laptop case |  | $---- |  |  |
|  | power cord |  | $---- |  |  |
|  | surge protector |  | $---- |  |  |
|  | hot spot |  | $---- |  |  |
|  | tablet |  | $---- |  |  |
|  | [add item] |  | $---- |  |  |

I will:

* **protect** equipment from damage.
* **keep** equipment **in a safe place**, so it is not stolen.
* **pay** the **replacement cost** of equipment that is broken or stolen.
* **return** equipment by the due date.
* **email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** if there is a problem with the equipment.

I will **not:**

* **install software** on the computer or tablet.
* use equipment (including internet or email) for:
  + **illegal activities**
  + **abuse (offensive, threatening, or inappropriate language)**
  + **personal business**
* download **copyrighted material**.
* leave equipment in a:
  + **car**
  + **public place**
  + place that can be **very hot or very cold**
* **try to fix problems** with the equipment.

I understand all equipment is property of [AGENCY NAME]. I agree to all rules listed above. I will return equipment by the due date and in the same condition as when I received it.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Items Returned:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| if lent | Item Name | ID | Returned  (on time, late, missing) | Condition of Item  (same, new damage) | Replacement Needed?  (if yes, write cost) |
|  | laptop computer |  |  |  |  |
|  | laptop case |  |  |  |  |
|  | power cord |  |  |  |  |
|  | surge protector |  |  |  |  |
|  | hot spot |  |  |  |  |
|  | tablet |  |  |  |  |
|  |  |  |  |  |  |