

### CARAGA STATE UNIVERSITY

#### COLLEGE OF COMPUTING AND INFORMATION SCIENCES

CSU-Main Campus, Ampayon, Butuan City, Philippines

Competence Service Uprightness

YOUR BEST OPTION TO SUCCESS







# REQUEST FOR FACILITY/EQUIPMENT USE

Date:		
Purpose:		
Date and Time of Use	):	
College/Department/0	Office:	
		(Include Course & Year Level, if applicable)
Equipment/s Requeste	ed:	
Equipment		Serial/Property No.
1.		
2.		
3.		
Use Separate Sheet if necessary.		
Requisitioner:		
	(Signatu	re Over Printed Name)
Recommending Appro	oval:	
	T. 1	7 1
	Laboratory In – charge Date:	
	Date.	
Approved by:		
. фр / .		
	College	Dean
	Date:	
F-GEN-CCIS-001 Rev.3 07/05/2024		
NEV.3 U//U3/ZUZ4		

#### **Terms and Conditions:**

I hereby acknowledge the following terms and conditions in relation to using facility or borrowing an equipment from the computer laboratory.

- I understand that the facility/equipment is the property of CSU and is being borrowed for educational or work-related purposes only.
- 2. I agree to return the facility/equipment in the same condition as it was used/borrowed, and I will be held responsible for any damages or loss incurred during the period of using/borrowing.
- I will not use the facility/equipment for any illegal activities, including but not limited to unauthorized downloading of copyrighted material or engaging in any form of cybercrime.
- 4. I understand that I am responsible for the facility's/equipment's safekeeping and security while it is in my possession, both on and off-campus.
- 5. If I choose to take the equipment outside the campus, I release CSU from any liability related to loss, damage, or theft that may occur while the equipment is off campus.

I have read and understood the terms and conditions outlined in this waiver, and I agree to abide by them during the entire duration of the equipment/facility borrowing period.

Requisitioner's Copy



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