



## REQUEST FOR FACILITY/EQUIPMENT USE

Date: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date and Time of Use: \_\_\_\_\_

College/Department/Office: \_\_\_\_\_  
(Include Course & Year Level, if applicable)

Equipment/s Requested:

Equipment	Serial/Property No.
1.	
2.	
3.	

Use Separate Sheet if necessary.

Requisitioner: \_\_\_\_\_  
(Signature Over Printed Name)

Recommending Approval: \_\_\_\_\_  
Laboratory In – charge  
Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
College Dean  
Date: \_\_\_\_\_

F-GEN-CCIS-001  
Rev.3 07/05/2024

### Terms and Conditions:

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

1. 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.
3. 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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