

Equipment Loan Form – Student Bookings

I wish to borrow the following items of equipment from the Institute of Sound Recording of the University of Surrey: (Include all serial numbers where appropriate, and list all equipment that is to leave the PATS building, including leads, mic stands, tape, etc.)

From.....(date) Until

Authorisation.....(Technician / Senior Lecturer)

I acknowledge having received the items of equipment listed above and undertake to keep them in safe and proper custody. In the event of loss or damage during the time that such equipment is in my possession, I undertake to make repayment to the University unless the University is satisfied that the loss or damage was not due to negligence on my part.

Repayments will be on the basis of replacement cost, but will exclude any insurance claim.

Signed.....Date.....

On return of the equipment

Note that the equipment remains the responsibility of the borrower until it is returned to the Technician, On return, the Technician who accepts it will sign the form to that effect.

I confirm that the items of equipment listed above have been returned to the University

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