



# SMC Beak Squad – Equipment Loan Agreement Form

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Loanee's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date Out: \_\_\_\_\_ Date Expected In: \_\_\_\_\_

Sales Order #: \_\_\_\_\_ SMC ID (Students Only): \_\_\_\_\_

Type of Unit(s) loaned: \_\_\_\_\_

PC Notebook Qty# \_\_\_\_\_

Details of Unit(s) loaned with accessories:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Serial Number(s):

1) \_\_\_\_\_

Refundable Deposit Due \$ \_\_\_\_\_

By signing below you agree to the following loanee conditions:

Title of the loaned property is owned by Southwestern Michigan College. Any damages occurring while in the possession of the loanee are the responsibility of the loanee. No warranty is implied for hardware, software loaned. All loaned equipment is inspected when checked out, and again upon check-in. Any damages will be assessed at the time of check-in unless hidden damage is found upon further inspection. For students, unpaid charges due for loanee fees (if applicable) or hardware/software repair will be charged to the student's account (up to \$600). No warranty is expressed or implied with regard to the safety of data entered and/or saved on loaned equipment. The loanee's data is the loanee's responsibility, and Southwestern Michigan College cannot be held responsible for any loss of information by the loanee. All data will be erased upon return of a loaned unit. The College is not responsible for usage charges occurred by loanee while using the equipment for any dial-up or internet-based service. Checking out a loaned unit verifies understanding and acceptance of these terms on the part of the loanee. These loanee conditions are accepted regardless of loan period being paid for or provided at no charge.

If the loaned laptop is not returned by the date expected in as noted above or by the end of the semester the laptop is rented if no date expected in is provided, Southwestern Michigan College will consider the laptop stolen property. Southwestern Michigan College will then be forced to take the appropriate steps to reclaim the laptop or recover the cost to replace the laptop.

Loanee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SMC Intake Tech: \_\_\_\_\_