



Borrowed Equipment Policy

Note: Only students who are officially enrolled (confirmed) during the period of the borrowed property request, are eligible to borrow available property.

The undersigned student hereby agrees to be responsible for the University of Alabama equipment listed below, borrowed by and released to the undersigned, and to return such equipment to The SOURCE on the specific date indicated.

The undersigned also agrees to the following terms and conditions:

- **Equipment can be reserved for up to 24 hours and cannot be immediately renewed.**
- **Equipment must be in possession of The SOURCE office for a full 24 hours before it can be reserved again.**
- **Patrons will not be allowed to check out any other pieces of equipment for a full 24 hours after the initial return.**
- **More than 2 late returns will result in the loss of reservation privileges for the year.**
- **Any equipment not returned by 4:00 pm the following business day will result in a charge equal to the replacement value of the equipment.**
- **Patrons are not allowed to create accounts, personal files, or upload personal documents/photos to the equipment. Patrons who do so will be charged a \$25.00 fee.**
- If equipment is returned damaged, or is not returned due to loss, the cost of repair or replacement will be charged to the student's account.
- Equipment returned without all accessories (wires, cables, batteries, manuals, etc.), will be considered damaged and the replacement cost of the missing items will be charged to the students account.
- If student is more than fifteen (15) minutes after reservation time, the reservation is forfeited.
- To cancel or reschedule a reservation, please contact the The SOURCE at least one hour prior to the appointed time.
- **All equipment must remain in the possession of the undersigned.** If equipment is stolen, the student must file an incident report with the UAPD/TPD, and provide a copy to The SOURCE Office. If lost or stolen due to the student's negligence, the student is subject to a charge for the replacement value of the equipment to his/her UA student account.
- The replacement values for the 2012/2013 academic year are: iPads \$499.00, Mac Laptops \$999.00, and Dell Laptops \$499.00.

The SOURCE Borrowed Equipment Policy

I, the undersigned have read and agree to the terms and conditions listed in The SOURCE Borrowed Equipment Policy.

Student Name: _____ CWID: _____

Email: _____ Phone: (____) _____

Date borrowed: _____ Date to be Returned: _____ by 4:00 PM

- Equipment Borrowed (Please check) Dell Laptop MAC Laptop iPad
- Accessories Borrowed (Please check) Power Cord Adapter Battery Cover (iPad)
- Equipment Condition (Please Check) Excellent Good Poor

Equipment Number: _____

Student's Signature

The SOURCE Student Union Issuer's Signature

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UPON THE RETURN OF EQUIPMENT:

THE SOURCE STAFF ONLY

Date Returned: _____

- Equipment Borrowed (Please check) Dell Laptop MAC Laptop iPad
- Accessories Borrowed (Please check) Power Cord Adapter Battery Cover (iPad)
- Equipment Condition (Please Check) Excellent Good Poor
- Other, please explain: _____

Did you turn on the equipment to ensure there are no personal accounts or files saved?

- Yes No

Student's Signature

The SOURCE Issuer's Signature