

SCHOOL EQUIPMENT SIGN-OUT FORM / SAINT JOSEPH ACADEMY

3430 Rocky River Drive / Cleveland, OH 44111 / 216-251-6788

NAME _____

E-MAIL ADDRESS _____

DATE LOANED ____/____/____

DATE RETURNED ____/____/____

EQUIPMENT BORROWED / MODEL# / SERIAL#

- I understand that the equipment/software I am borrowing is provided primarily for the instructional benefit of the educational program at Saint Joseph Academy and that it will be used to accomplish tasks arising from school responsibilities.
- I will abide by the terms of the school’s Acceptable Use Policy and observe all relevant U.S. and Ohio laws in usage of this equipment.
- I understand that the equipment/software that I am borrowing is in good working condition and that it will be returned in the same condition. Reasonable costs for items no longer under warranty associated with their replacement and/or repair due to loss or severe damage, whether intentional or via neglect, will be my personal responsibility (note: homeowners policies can provide this as an addendum).
- I agree to return this equipment in a timely manner upon separation from the academy or upon demand by school officials.

Borrower’s Signature

Date

This equipment/software is to be checked back in through the appropriate administrator/designee, and will not be deemed returned without authorized signature.

Administrator/designee signature

Date