

EQUIPMENT LEASE AGREEMENT
(Copy to administrator, issuer of equipment and borrower)

Name: _____, an employee at
_____ school, has permission to lease the following equipment:

- Computer** (school serial #) _____ (machine serial #) _____
- Monitor** (school serial #) _____ (machine serial #) _____
- Printer** (school serial #) _____ (machine serial #) _____
- VCR** (school serial #) _____ (machine serial #) _____
- Other** (school serial #) _____ (machine serial #) _____

The equipment will be used at _____ from _____
(home address or school room number) (date)
until _____. The employee shall be responsible for return of the equipment by _____.
(date) (date)

This constitutes official authorization for the borrower to lease, transport and use the equipment specified above for the sum of one dollar (\$1.00).

Administrator, Media Staff or
Computer Coordinator's Signature: _____ Date: _____

It is understood that the use of the equipment shall be for school-related purposes only. The borrower is expected to use professional judgment in the use, care, handling and protecting of the equipment. The borrower will be held financially responsible for any damage from negligent handling or non-school-related use. In cases of regular or frequent off-site use of equipment, it is recommended that said equipment be included on the borrower's homeowner's policy. There is no coverage under most homeowner policies for borrowed equipment. Loss caused by lightning, fire, theft, etc. is insured under the district's insurance policy if in the scope of employment. This policy has a \$1,000 deductible for which the borrower may be liable. Some homeowner policies (form HP-3) may cover the loss or the deductible if the equipment is leased. Please check with your insurance carrier to determine the exact scope of your coverage. Equipment used over the summer shall be returned to the district in time to allow proper maintenance service before school opens.

It is the intent of the Board of Education to adhere to the provisions of the copyright laws. Though there continues to be controversy regarding interpretation of copyright laws, this policy represents a sincere effort to operate legally. Copyright laws for most materials prohibit copying protected materials.

Borrower's Signature: _____ Date: _____