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| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | St. Joseph’s College  Form G  Equipment Loan Form  (To be submitted to MMLC) |

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| **Name of Teacher:** |  |
| **Organization:** |  |
| **Purpose of use:** |  |
| **Equipment requested:** | Fixed Mic x \_\_\_\_\_\_ (New Hall / Old Hall) |
| Wireless Mic x \_\_\_\_\_\_ (New Hall / Old Hall) |
| Computer / Projector (New Hall / Old Hall) |
| Video Camera (Model: ) |
| Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date Borrowed:** |  |
| **Defects detected:**  **(by TIC)** |  |
| **Approved by Ms Tsang Helen:** |  |

**Terms of Use:**

By affixing my signature hereto I affirm:

1. ***The equipment had been inspected and is in good condition.***
2. ***I am personally responsible for the items loaned to me by the I.T. staff.***
3. ***I agree to return all equipment to the I.T. Staff in the SAME condition as said item was received. I understand that I have to report any damage immediately to the I.T. Staff.***
4. ***I understand that any damage to the equipment beyond normal wear is my personal responsibility and that I agree to pay for the repairs necessary to restore the equipment to its workable condition.***
5. ***I understand that if the equipment borrowed is not returned or beyond repair, I am personally responsible to pay the amount required to replace the equipment at the current price.***

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| Signature of TIC  **(read the above terms first)** |  | |
| Date returned: |  | Inspected by: |