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| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg  | **I:\SJC\Admin\ECA\Logo\black.jpg**St. Joseph's CollegeForm IExtra-curricular Activities DepartmentPoster Frame Borrow Form  |

**Part I: Details of Function**

|  |  |
| --- | --- |
| Event:  |   |
| Organizing Body: |   |
| Date / Period: |   |
| Time: |  |

**Part II: Borrower**

|  |  |  |  |
| --- | --- | --- | --- |
| Borrower | Name:  | Class: | No.: |
| Contact Number |   |
| Borrow on |   |
| Return on |  |

**Part III: Terms and Conditions**

1. Loans are made on the basis that the borrower accepts full responsibility for the care and safe keeping of the equipment and returns it in its original, issued condition at the time specified. You are also responsible for checking the equipment is in full working order upon collection.
2. Any subsequent loss/damage must be reported immediately. Unreported damage discovered by the ECA team may result in the borrower being billed directly. Non-return of equipment will be considered a loss and if not returned within 2 days, the borrower will be charged for their replacement.
3. All loans must be returned by the agreed return time. Failure to do so will result in a fine.
4. Most standard loans are for 5 days only; there are very few exceptions. Extended loans can be arranged for specific circumstances.
5. The application form should be submitted 2 days in advance.

Agreed and Signed by,

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Student Name][Class][No.]Student-in-Charge  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Teacher Name]Teacher-in-Charge  |
| Approved by,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mr. Tam C YECA Master  |  |