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| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | St. Joseph's College Form GEquipment Lending service (Application Form G) |

**Part I: Details of Function**

|  |  |
| --- | --- |
| Event:  |  |
| Organizing Body: |  |
| Date / Period: |  |
| Time: |  |
| Equipment requested: | □ Wireless Mic x \_\_\_\_\_\_ (New Hall / Old Hall)□ Computer / Projector (New Hall / Old Hall)□ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Part II: Borrower**

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

**Terms of Use:**

By affixing my signature hereto I affirm:

1. The equipment had been inspected and is in good condition.
2. I am 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.
6. IT equipment can only be borrowed for academics or extra-curricular activities purposes.
7. I should keep the IT equipment clean and tidy.

Agreed and Signed by,

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Student Name][Class][No.]Student-in-Charge  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Teacher Name]Teacher-in-Charge  |
| Approved by,* You should submit the approved form to the I.T. staff at least 2 days in advance to ensure the equipment availability.
* You are **NOT** allowed to borrow the I.T. equipment again if you have lost the borrowed equipment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mr. Ip K.K.TIC of I.T. Equipment  |  |