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

**Part I: Details of Function**

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| --- | --- |
| 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 |  |