

ASOPA Contract for Equipment Checkout

Name: _____

Phone Number(s): _____

Email address: _____

NOTE: You must be an ASOPA member in good standing in order to check out equipment. No one is allowed to check out equipment for over 1 month. If another ASOPA member in good standing wishes to use the equipment, you must allow them a turn after your month is up. You may re-check out the equipment at the end of 1 month if no one else wishes to use it.

Length of Checkout: From _____ to _____

What equipment is to be checked out?

TYPE OF EQUIPMENT	# OF PIECES	SERIAL #

I _____ agree to the following conditions:

(Please initial by each paragraph)

- 1) _____ I will leave a \$100.00 deposit with the ASOPA advisor or the cabinet member in charge. S/he will give my check to the Treasurer of the organization. The check will not be deposited but will be held against damages upon return of the equipment. I know that if anything happens to the equipment while in my care, my check will be cashed and will be used toward the cost of fixing the equipment. My check will not be returned until the equipment has been checked for damage.

- 2) _____ If anything on or in the equipment is broken or stolen while in my possession, I understand I will be responsible for the full costs of fixing or replacing the equipment I borrowed.

- 3) _____ I know that I cannot change any programs on any of the equipment I borrow. Nothing shall be added or subtracted to the equipment when I return it to the ASOPA cabinet.

- 4) _____ I know that I have to return the equipment to the faculty advisor or cabinet member in charge (face to face) and that I may NOT leave it in an office or public space to be picked up. I must budget at least 20 minutes for equipment inspection and return. I know that if I am late returning the equipment I can be charged a late fee of \$10.00 per day. I understand that I must pay the late fee to ASOPA.

- 5) _____ I know that I can re-checkout equipment, but I must fill out another contract and that contract is subject to approval of the advisor and/or cabinet.

 ADVISOR TO ASOPA

 DATE

 STUDENT CHECKING OUT EQUIPMENT

 DATE

Checking back in:

 ASOPA ADVISOR/CABINET MEMBER
 IN CHARGE

 DATE (Inspected)

 STUDENT CHECKING IN EQUIPMENT

 DATE

NOTES: _____

