



EQUIPMENT LOAN AGREEMENT

Requester's Name: _____

Title: _____

Email: _____

Phone # and Extension #: _____

EQUIPMENT IDENTIFICATION ("EQUIPMENT")

(List separate items individually, even if they are components of an integrated system. Attach separate sheet if necessary.)

| Description of Equipment, AVC ID # and/or serial # (Including Manufacturer and Model No.) | Agreed Value | Present location of Equipment (Bldg/Room No.) | Location where Equipment will be used (Bldg/Room No.) |
|---|-----------------|---|---|
| | | | |

PERIOD OF LOAN ("TERM")

From: _____
(Date Requester will take custody of
loaned equipment)

Through: _____
(Date Requester will return loaned
equipment to District)

PURPOSE OF LOAN

☐ Instruction ☐ Research ☐ Demonstration ☐ Other (describe): _____

ADDITIONAL PROVISIONS (If any):

Requester agrees to abide by BP6500-Property Management, AP6535-Use of District Equipment and AP6530-District Vehicles (*ref. EDU §70902*) which can be found:

<https://www.avc.edu/administration/board/policyprocedures>

Requester will hold Antelope Valley Community College District harmless from all liability involved in the use of the above equipment. The equipment is to be returned in the same condition as received and the Requester further agree(s) to pay for any damage or loss incurred through negligence or lack of control for the same and agrees to pay for any corrective action taken to restore or replace the piece(s) of equipment to the original condition upon return. Requester also agrees s/he will not loan equipment to any person.

REQUESTER APPROVAL

I understand and agree that the equipment identified above is on loan under the terms and conditions described herein.

Signature: _____

Date: _____

Approved by: _____

Print name of Division Director

Signature

Date: _____

Approved by: _____

Print name of Division Dean/
Executive Director

Signature

Date: _____

Approved by: _____

Division Vice President/President

Signature

Date: _____

Send fully-executed copy to:

☐ Warehouse to enter into database for tracking

☐ HR for personnel file