

The following form is provided by the Mechanical Engineering department at the University of Utah for the permission of faculty members and their students/assistants for the checking out of departmental equipment for a time period longer than one business day. Equipment will in no circumstance be given to a borrower unless this form is completely filled out and signed

**EQUIPMENT CHECKOUT AGREEMENT:**

FACULTY NAME \_\_\_\_\_

EQUIPMENT TO BE CHECKED OUT \_\_\_\_\_

IF YOU ARE REQUESTING PERMISSION FOR A STUDENT/ASSISTANT, PLEASE FILL IN THE FOLLOWING

STUDENT/ASSISTANT NAME \_\_\_\_\_

STUDENT ID # \_\_\_\_\_

**TERMS AND CONDITIONS.  
LOSS OR DAMAGE**

The above stated faculty member assumes and shall bear the entire risk of loss, theft, destruction, or damage of or to any part of the equipment from any cause whatsoever. If any damage or loss shall occur to the stated equipment, the faculty member shall repair the equipment; or at the faculty member's expense and to the satisfaction of the department, replace the equipment with similar or like equipment in good condition and of comparable value.

In the occasion where a student/assistant is checking out equipment for more than one business day, the faculty member must sign that they, not the student, assume all financial responsibility to damaged or lost equipment.

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Signature]  
Faculty member

*If applicable,*

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Signature]  
Student/Assistant