

**Melbourne Girls’ College**

***EQUIPMENT BORROWING APPLICATION FORM***

*Please complete all sections and return to Administration- General Office.*

I ……………………………………………………………..., request the use of the following equipment:

|  |  |
| --- | --- |
| Items Borrowed |  |
| Asset Numbers |  |
| Serial Numbers |  |
| Contact Number |  |
| Date Borrowed |  |
| Borrower Signature |  |
| Date returned |  |

I accept the following conditions:

In consideration for borrowing Melbourne Girls’ College owned equipment, I understand and acknowledge that I am responsible for this equipment and I accept full responsibility and liability regarding the use of this equipment while it is in my custody and control.

In the event that the equipment borrowed is damaged or stolen, I understand and acknowledge that I may be held financially responsible for replacement or repair of the equipment.

I agree to return the equipment in the same condition in which it was received when requested by Melbourne Girls’ College.

Signature of Borrower: ……………………………………………………………………………………

***OFFICE USE ONLY***

Authorised by ………………………………………………………………………………………..

Signature …………………………………………………………………………………………

Date …………………………………………………………………………………………

Date Equipment Returned …………………………………………………………………………..