



Equipment Loan - Guidelines and Agreement

The CVRriculum Program maintains production equipment that may be borrowed for course-related work. Only students enrolled in project groups may book the equipment; booking privileges are not transferable to any other party for any reason. Breach of this regulation may result in penalties ranging from suspension of privileges to criminal prosecution. Before equipment is released, the borrower must display proficiency in the use of the equipment and sign the Damage Collection Policy Waiver.

Care of Equipment:

All equipment is checked to ensure that it is in proper working condition before being loaned out. Borrowers are responsible for taking proper care of the equipment while it is in their possession. Any problems, defects, or damage must be reported in writing to the lab technician or lab monitor upon return.

Equipment Insurance:

All borrowers should be aware that the CVRriculum Program insurance policy does not cover the equipment that has been released to the students. Equipment must be closely watched at all times. Equipment should not be visible if left in a vehicle during the day, and equipment should never be left in a vehicle overnight. For their own protection, borrowers are encouraged to take out appropriate coverage under their personal insurance.

Damage Collection Policy Waiver:

All students participating in CVRriculum Program and borrowing the production equipment must sign a waiver the first time they borrow equipment from the lab. This waiver outlines procedures and policies regarding insurance, damage, loss or theft to equipment. Any unpaid damages incurred may be charged directly to their student accounts. For further information, please contact the project technician.

Terms of Agreement:

Equipment on loan must be returned in person to the CVRriculum Program upon completion of the course VR project or if requested by the CVRriculum Program team.

Borrower Information

Full Name

Student ID

Phone Number

Email Address

Course

Course Director

Pick-up Date & Time

Return Date & Time

Items Borrowed

Qty.	Item Name/Description	Serial Number

By signing this loan agreement, I fully understand and agree to the Computational Arts Lab Equipment Loan Guidelines & Agreement.

Name

Signature

Date