

SLU MCNAIR/CSTEP Equipment Lending Contract

The books, periodicals and similar educational materials in the McNair/CSTEP office are for use by all members of the McNair/CSTEP community. A sign out sheet is provided, and students are asked to sign out and sign in when they have borrowed and returned items.

The laptop computers, key for overnight use of the computer room, video equipment, digital camera, graphing calculators and similar pieces of equipment are accessed by students for education or McNair/CSTEP-related projects for short periods of time.

Each equipment item that an individual student wishes to access must be done in accordance with the following conditions:

Any student wishing to use any of the pieces of equipment or educational materials overnight or during a weekend must request the item from the McNair/ CSTEP director and provide her with an SLU meal card, an SLU mail key, an auto license, or some other item deemed of immediate value. That item will be returned upon the return of the borrowed item. Overnight items must be returned to the McNair/CSTEP Office first thing in the morning. They are not to be passed along to another student who requested its use.

Any student borrowing equipment belonging to McNair/CSTEP must also be willing to provide proof of the educational need to use the borrowed item and must sign this lending contract promising its return undamaged. Care must be taken with all items borrowed so that they are available to be used by everyone. Any item that is lost or damaged is still the responsibility of the student who signed the contract for its use. Charges for repair or replacement will be added to the student's bill the semester the item is borrowed.

Students wishing to use an item for more than one night must make special arrangements with the McNair/CSTEP director well in advance of the use.

If an item is borrowed and others have requested its use, the borrower's name will be placed on the bottom of the request list so that everyone gets a turn at accessibility of the item.

I, _____ wish to borrow the following McNair/CSTEP item:

I will use the item for the length of time of _____ night(s), and I will leave the following item in place of the borrowed item: _____ I have read the above agreement and agree to abide by its terms.

Because I agree to be responsible for this item, I agree to pay all repair or replacement costs if any are incurred.

Date _____ Student signature _____