



FACILITIES

Equipment/Tool Loan Program Request Form

User's Full Name _____

User's Email Address _____ @palomar.edu

User's Department _____

User's Extension _____ Supervisor's Extension _____

Supervisor's Email Address _____ @palomar.edu

Supervisor's Full Name _____

Tool Requested _____ Reserve Date _____

Time Duration _____ day(s)

Reason for use _____

RULES AND RESPONSIBILITIES OF TOOL BORROWERS:

- District policy prohibits the loaning of District equipment for personal usage.
- You may borrow a tool for up to one (1) week, unless a shorter loan period is specified. If you need to keep a tool longer, you **MUST** call the Facilities Office, extension 2629, to make arrangements to do so. Extensions are given at the discretion of the Facilities Director and depend mostly on demand for the tool.
- If a tool you borrow, is broken or damaged through misuse or neglect, or it is lost while in your possession, you will have to pay for its repair or replacement (Please note that you are responsible for asking any questions about the safe and proper operation of the tool being borrowed).
- All tools are to be returned to the Facilities Office ON TIME during regular business hours (8 a.m. to 5 p.m.), unless another time is arranged with the Facilities Office. If the tool is not returned at the time agreed upon, a late fee of \$1.00 per day will be charged.
- *All tools must be cleaned before they are returned.*

User's Signature

Date

Upon return of borrowed tool, please give the Facilities Office this form; it is your release of liability for the tool on loan.