CHECKOUT OF EQUIPMENT

Individual requesting items to be removed from campus: _____

Date items to be picked up:_____ Date items to be returned: _____

Event or reason items are being requested: _____

List items being requested below:

Description of Equipment	State Tag #	Serial #	Date Returned
Any item to be removed from Walters State property must be approved by the President			

Presidents Signature

Date

Policy

- 1. The individual signing this form (Borrower) is responsible for the equipment, as well as, any damage to or loss of the equipment.
- 2. WSCC reserves the right to recall the equipment if it is needed for an institution or student related event.
- 3. The Borrower agrees not to use the equipment for personal gain or where there is a charge for admission.
- 4. A copy of this form can be requested by the Borrower to accompany the equipment.
- It is the responsibility of the Borrower to check-in the equipment when it is returned. The Borrower can request a 5. copy of the form after the equipment is returned to serve as the borrower's receipt.
- 6. Applicant agrees to indemnify the Institution and hold it harmless from all liabilities, claims, demands, or causes of action, either directly or indirectly arising out of the Borrower's use of Institution property or equipment, including but not limited to personal injury, property damage, court costs or attorney's fees. Institution shall not be liable for any damage to the property of the Borrower that is sustained in the use by Borrower of the equipment. Any and all claims against the State of Tennessee, including the Institution or its employees, for injury, damages, expenses or attorneys' fees shall be heard and determined by the Tennessee Claims Commission in the manner prescribed by law. Damages recoverable against the Institution shall be limited expressly to claims paid by the Claims Commission pursuant to T.C.A., Section 9-8-301 et. seq.

Signature at Pick Up

Signature at Check-In (signatures attest that the above equipment was returned in good condition:

Signature of Borrower

Signature of WSCC Representative