



EQUIPMENT CHECK-OUT FORM

CONTACT INFORMATION

Agency:					
Contact – First Name:		Contact - Last Name:		Title:	
St #	Street Address	Unit #	City	State CA	Zip Code
Home Phone		Cell Phone		Work Phone	Fax Number
Email:			Web Site:		

EQUIPMENT USE DETAILS

First 5 Alameda County Contractor? Yes No

Date(s) Needed:

Date of Pick-up:

Date of Return:

How many headphones will you need? _____

How many interpreter transmitters will you need? (number of languages) _____

REASON FOR BORROWING EQUIPMENT

- Educational Seminar or Training
- Parent Support group
- Community meeting
- Public Hearing
- Other:

Please describe:



TERMS AND CONDITIONS FOR USE OF EQUIPMENT

First 5 Alameda County Every Child Counts staff and contractors have first priority in the borrowing or use of equipment. To borrow the equipment, you must first complete the "Equipment Check-out Form" and fax to (510) 631-1000.

EQUIPMENT LOSS OR DAMAGE – Borrower assumes full responsibility for equipment while in his/her custody and until returned to First 5. Any missing equipment (cables, power packs, remote controls, etc.) will be charged at the cost of replacement, including sales tax and delivery. Damaged equipment will be charged at the cost of replacement.

ACCEPTANCE OF AGREEMENT. I accept the above terms and conditions of borrowing the equipment. I accept full responsibility for the care of all the items I borrow. I understand that my agency will be billed for any damage to the equipment or loss of the equipment. I also agree to return the equipment within 24 hours after usage.

Print Name:

Signature:

Date:

.....
For Office Use Only

Date Returned

All Equipment present: Yes No

Comments:

Attendant's Signature _____