

## Equipment Assignment/Loan

Date: \_\_\_\_\_

Program or office loaning equipment: NOVA SySTEMic

Item description (include serial number and NOVA I.D. numbers): Please select which trailer you are renting

☐ VEX Trailer - 6 Fields and game sets, electronics and A/V

☐ VEX IQ Trailer - 6 Fields and game sets, electronics and A/V

I certify that the equipment listed below is at my residence or another off-grounds location, and is being used in a manner consistent with the purpose, mission, and goals of the College. I assume full responsibility for such equipment and in the event of its loss or damage due to my negligence, I shall make payment to the College at the replacement cost of the equipment. I agree to return the equipment to the College for maintenance procedures as requested. I also understand that the equipment is on temporary loan and must be returned on or before the date specified for return. I acknowledge receipt of the following described piece(s) of equipment. I will return this equipment when no longer required or upon termination of employment.

Is temporary custodian of equipment an employee of NOVA?

☐ Yes ☒ No

If no, indicate temporary custodian's organization/company:

For what purpose is this equipment being loaned off campus?

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Date equipment out:

Trailer delivery date: \_\_\_\_\_

Date equipment is due to be returned:

Trailer pick up date: \_\_\_\_\_

Actual date equipment was returned:

Checked by: \_\_\_\_\_

Condition of equipment when it was returned:

\_\_\_\_\_  
Name of temporary custodian

\_\_\_\_\_  
Signature of temporary custodian

Address: \_\_\_\_\_

Phone (work): \_\_\_\_\_

(home): \_\_\_\_\_

### APPROVED BY (mandatory)

Division Chair or Designee:

Signature

Print name

Campus Business Manager:

Signature

Print name

Campus Property Manager:

Signature

Print name

LOCATION: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

Section in grey to be completed by College staff

**Note:** When equipment is returned, equipment shall be brought to the Campus storeroom for proper check-in and cancellation of this agreement. Please bring your copy of this agreement.

### Distribution:

Copy 1-Campus Property Office

Copy 2-Temporary Custodian

Section in grey to be completed by College staff