



Equipment Reservation and Deposit Form

Equipment location: Cedaredge Crawford Delta Hotchkiss Paonia

Please Check Each Box:

I have read the complete Equipment Lending Policy and understand the following:

- Equipment may be borrowed for 2 business days, iPads for 1 week
- Equipment must be brought back to the lending library
- Equipment must be brought back in good condition or deposit will be forfeited
- Equipment must not be returned in book drop or deposit will be forfeited

Name of Organization (if applicable): _____

Name of Applicant: _____

Address: _____

Telephone: _____

Email: _____

A \$50 deposit will be required to borrow equipment and will be refunded when equipment is returned in good condition.

The patron/guest to whom the electronic device is checked out will be responsible for any loss or damage that occurs before the device is returned to the lending library. The patron will be responsible for up to the full replacement cost (up to \$1000) if the device is damaged or stolen and electronic device privileges will be revoked. By signing below, you acknowledge that you have read and have a full understanding of the Library's Equipment Lending Policy.

Applicant Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____

Date Deposit Received: _____ **Staff Initials:** _____

Date Deposit Refunded: _____ **Staff Initials:** _____