

Borrower's Name: _____ Signature: _____ Student ID Number: _____
Please Print

Counselor: _____ Early Dismissal: after period _____ reason _____
(The library releases cameras before the end of the school day ONLY to APPROVED early dismissal students)

TOWNSHIP HIGH SCHOOL DISTRICT 214 INSTRUCTIONAL COMPUTING SERVICES EQUIPMENT/SOFTWARE LOAN AGREEMENT

WHEELING HIGH SCHOOL hereby agrees to loan the following equipment:

Digital Video Camera

Replacement Cost – Video Camera \$200.00

The borrower agrees to abide by the following terms and conditions during the period of time the equipment is loaned:

1. Borrower shall take reasonable care in the use of the item and preserve it in a careful and proper manner.
2. No maintenance service shall be provided or performed while the equipment is outside the high school building. The borrower shall be responsible for damage determined by the school to have been caused by abnormal wear and tear of the equipment caused by the borrower through overt action and/or negligence. Charges will be made to the borrower for repair and restoration of the equipment at the prevailing rates for such damage. **Maintenance is not to be performed by the Borrower at any time.**
3. Borrower shall be responsible for the pick-up, transport, and return to the high school of this equipment at the specified time.
4. Borrower agrees that the loaned equipment will remain with the borrower and will not be loaned, assigned, transferred, sold, or otherwise disposed of during the period of this agreement.
5. Title to the equipment shall remain with Township High School District 214 and nothing herein shall be construed as vesting in the Borrower any right of property.
6. The loans are on a first come, first serve basis, for **one night** (or weekend) only. The camera will be used for school related work. If a student is unable to return the camera before 7:25 AM, **a parent or guardian is responsible for its return to the library.** If the camera is not returned by 7:25 AM, a **\$5.00 per day** overdue fine is charged. The student must present their **School ID** at time of checkout and must not have any overdue library materials or outstanding fines.
7. Failure to follow this agreement will result in the loss of camera checkout privileges.

Parent Name (please print): _____ Address: _____ City: _____

Parent Signature: _____ Daytime Phone: _____ Date: _____

Approving staff member's signature: _____ Date: _____