

Media Equipment Loan Agreement

1. I understand that I am responsible for the Media Equipment and all related components (“the Equipment”) checked out to me, and I will take all reasonable precautions to protect it. I understand that I am liable for any loss, damage, or criminal acts that may occur.
2. I have read and will abide by Cascadia’s [Information Technology Acceptable Use Policy BP1: 4.10](#).
3. I agree that **I am 100% financially responsible for repair or replacement of the Equipment due to any loss or damage** while it is checked out to me.
4. I agree that **Cascadia College is not responsible for any damage, including loss of data** that may occur due to the use of the Equipment. I have read and understand the responsibilities set forth in the Media Equipment Loan Conditions. I understand that students with outstanding charges on their student account due to Equipment late fees, damage or loss will not be able to register or obtain college transcripts.
5. I understand that Cascadia will delete any files or media that remains on the Equipment at the end of my use. **To save my files, I understand that I must save them to my own media/flash drive.**
6. I agree to contact Information Services immediately if I am having problems with the Equipment so it can be addressed.
7. I understand that I may borrow the Equipment for up to one week and that if I do not return the equipment **before the [Information Services Help Desk](#) closes on my due date** that fees and other penalties may be applied to my student account. I also understand that this device may not be available for immediate re-issuance due to other student requests or needs. My due date for the Equipment is documented in the request associated with this checkout and reminders of it will be sent to my Cascadia student email.
8. Information Services Help Desk staff will track on my request which items are included in my checkout and the list will be emailed to me with a copy of this agreement for my approval before the Equipment is provided to me.

By clicking on the “Approve” button on this request, I show that I have read and agree to all of the terms and conditions in the Media Equipment Loan Agreement.

Media Equipment Loan Conditions

To check out Cascadia Media Equipment you must meet the following criteria:

- Be a current student at Cascadia College with a valid ID Card
- Be enrolled in classes and be able to provide the Information Services Help Desk with a copy of your current schedule
- Have no current outstanding late fees on your student account.
- Agree to the terms and conditions of this Media Equipment Loan Agreement

Your Responsibilities:

- All Media Equipment must be returned in the same condition as received.
- All Media Equipment is checked out for a period of **one week**.
- All Media Equipment and all components must be returned **before the [Information Services Help Desk closing time on your due date](#)**. Not doing so will result in the following fees:

If returned:	Charge
The day after the due date	\$10.00
Within the first 7 days	\$30.00
8-15 days late	\$50.00
More than 15 days	\$50.00 and full replacement cost ranging from \$100.00 - \$1,500.00 (dependent on device)

By clicking “Approve”, you are receiving and accepting full responsibility for all of the components of this Media Equipment Loan. It is your responsibility to double-check that every component listed is received and working before the loan period.

Items returned more than 15 days past the due date will be considered stolen and the police will be contacted. The student will be charged for full replacement cost of the equipment in addition to the late fees.

When late fees are assessed, your student account will be blocked, stopping you from registering for future classes or receiving college transcripts until all fines are paid. Failure to pay fines will result in your account being turned over to collections.