

## Equipment Release Form

**\*THIS EQUIPMENT RELEASE FORM MUST BE COMPLETED BEFORE RELEASING, LENDING, OFFERING THE BORROWED EQUIPMENT. \***

### BORROWER'S INFORMATION

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

ID No.: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### EQUIPMENT INFORMATION

I would like to borrow or request the release of the following equipment from \_\_\_\_\_  
Department on \_\_\_\_\_ until \_\_\_\_\_.

EQUIPMENT DESCRIPTION	SERIAL NUMBER	NO. OF UNITS

### Reason for Use

The borrowed or requested equipment will be used for the following reasons or purposes.

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## **TERMS AND CONDITIONS**

I, the undersigned borrower, agree to the following terms and conditions of using the borrowed equipment.

- I. The Borrower or released equipment, materials, or paraphernalia shall be returned on the exact return date mentioned above unless otherwise agreed upon by the Borrower and the Custodian in-charge.
- II. The Borrower shall exercise reasonable care and due diligence while using the borrowed equipment and while the said equipment is within his possession.
- III. The Borrower shall bear the responsibility for any damages incurred by the borrowed equipment while using or in the possession of the said equipment. The Borrower shall also bear the expenses or cost of damages of the borrowed equipment or any part thereof, including but not limited to, repairs, replacement, etc.
- IV. The Borrower shall bear the responsibility for the loss of the borrowed equipment and any of its parts. The Borrower shall also bear the expenses or cost of the loss of the borrowed equipment or any part thereof, including but not limited to, repurchasing, reacquisition, replacement, etc.
- V. The Borrower shall bear the responsibility for the injuries caused by the borrowed equipment and any of its parts to the Borrower and to any persons due to negligence and accidents, during its use and while in possession of the said equipment.
- VI. The Borrower shall indemnify, discharge, and hold harmless the Company from and against any liability and claims from damages to property, personal injuries, and accidents during the use and while in the possession of the borrowed equipment.

**The Borrower fully understands and agrees to the terms and conditions of borrowing the released equipment, and signs this document.**

**Borrower Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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

**Custodian In-Charge Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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