



## EQUIPMENT BORROWING AGREEMENT For Clubs and Departmental Student Unions

As duly authorized representatives of \_\_\_\_\_ (the Group), we agree to abide by the terms of the following agreement for all equipment borrowed from the Fraser Valley Real Estate Board Academic Library (Library) at the request of the Simon Fraser Student Society:

1. The equipment must be booked with two weeks advance notice through the Group's designated room booking authority, by emailing an equipment list, a description of the event and equipment use, and the names of the designated borrower(s) to [surrey@sfss.ca](mailto:surrey@sfss.ca). Equipment will only be loaned for SFSS events if it is not required by SIAT faculty or students.
2. The equipment may be used only for official SFSS events (including club, student union and Surrey Campus Committee events) **occurring on the SFU Surrey Campus**. No equipment shall be removed from the SFU Surrey campus without written permission from the SFSS Surrey Campus Coordinator.
3. Designated borrowers must ensure that all the equipment is complete and working before leaving the Library.
4. Designated borrowers must have sufficient training and knowledge to correctly operate the equipment. Where applicable, they must have been trained on and passed the required tests for the particular make and model of equipment being borrowed.
5. Designated borrowers must use the equipment carefully to minimize wear and tear.
6. Designated borrowers must ensure that the equipment is kept secure at all times.
7. Designated borrowers must notify Library staff if the equipment is not working properly.
8. Designated borrowers must return the equipment and all components directly to staff at the Library Loans Desk when or before it is due. The Group **agrees to reimburse the SFSS for all fines** charged by the Library for late returns. Fines are currently \$3 per hour (\$25 per day for graduate equipment) to a maximum of \$200 for each kit.
9. **The Group agrees to reimburse the SFSS for the full replacement cost plus a processing fee for any equipment lost or stolen while on loan to its members.**
10. **The Group agrees to reimburse the SFSS for the full repair or replacement cost plus a processing fee for any equipment damaged while on loan to SFSS designated borrowers.**

This agreement shall remain in effect for all equipment borrowed by the Group between \_\_\_\_\_ (start date) and \_\_\_\_\_ (end date).

On behalf of: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title