**Community Activity Equipment Loan Application Form**

**(for administrative & educational units)**

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| Name of Unit |  | Activity Venue |  |
| Activity Name |  | Activity Date(yyyy/mm/dd) |  |
| Borrower's name |  | Borrower's telephone |  |
| List of equipment borrowed |
| No. | Equipment name | Number of pieces reserved | This section is to be filled by the Extracurricular Activities Section | Signature verifying inspection and proper functioning of equipment. | Signature verifying return and inspection. |
| Actual number of pieces borrowed | Brand and model number | Serial number | Relevant components |
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| Reminders:1. Please obtain activity permit before borrowing equipment.
2. **Equipment check out time:** Check out equipment 1 day before the event. **Hours are 13:30-16:30 daily.** Borrowers must present their student card for verification.
3. **Equipment return time: 9:00-11:30 daily.** Those failing to return equipment on time shall be required to perform University service, and shall not be allowed to borrow equipment until the hours of required service are fulfilled.
4. Hours of required University service for late returns are: 4 hours per piece of equipment for first time late return; 8 hours for the second time; 12 hours for the third time; and so on in multiple of 4 hours. For example, if a club borrows 2 digital cameras and 2 tripods, the total number of equipment borrowed is 4 pieces. First time late return of these equipment would result in 16 hours of required University service; the second time; 32 hours; third time, 48 hours; and so on in multiple of 4 hours.
5. Equipment use is limited to the scope of activities and club stated in the application, and shall not be used in other areas or loan to other unit or person. For those violating the restriction, their clubs will be prohibited from borrowing equipment.
6. When checking out equipment, be sure to inspect for proper functioning. The borrowing unit shall be liable for any damage found after checking out. Those failing to compensate for damaged or lost equipment shall not be eligible to borrow equipment.

I have read and understood the above items, and agree to comply with the regulations without objection. (Signature of club person-in-charge or general coordinator of the event).  |
| Time Received |  | Time Returned |  |
| BorrowersSignature |  | Direct Supervisor Signature |  |
| Signature of Equipment Manager, Extracurricular Activities Division  |  |