

**LOAN OF EQUIPMENT FORM**

[This form is in pdf format. Please print, complete and either scan and email or post to the relevant Officer]

**PLEASE NOTE:** Equipment **must not** be left unattended in a vehicle.

**Name:** \_\_\_\_\_ **Tel no:** \_\_\_\_\_

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

**Description of equipment borrowed** **Serial numbers**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |

**Specified return date:** \_\_\_\_\_

**Declaration**

I agree to the safekeeping of the equipment detailed above and to return all items on the date specified.

Any loss or damage to the equipment may result in a claim from the department for reimbursement of policy excess or any reasonable costs incurred.

If you are borrowing Galway Rural Development equipment you are **required to return** the equipment to the relevant officer for checking at the end of loan.

**Signed:**..... **Authorising Signature:**.....

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

**Office use only**

**I confirm that the above item(s) have been returned in a satisfactory condition.**

**Signed:**.....

**Notes:**

Any person taking a computer for use off Galway Rural Development premises must sign a "Loan of Equipment" form accepting responsibility for its safekeeping. The form includes a statement whereby the person signing accepts financial contribution to the Galway Rural Development in the event of loss caused by their negligence.

To safeguard the Galway Rural Development and the company concerned it is always recommended that anyone borrowing equipment for use should add it onto their insurance cover whilst they are responsible for its safekeeping, even though they do not actually own it.

For your own insurers to agree to offer indemnity, there must be proof of responsibility – i.e. the Loan of Equipment Form, it is therefore essential that this form is completed.