



**Media Services Office  
322 JRCB**

**Equipment Check-Out Agreement**

**Name:** \_\_\_\_\_ **Equipment Checked Out:** \_\_\_\_\_

**Office:** \_\_\_\_\_ \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Date/Time Checked Out:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Date/Time to Be Returned:** \_\_\_\_\_

I am checking out the above listed equipment to be returned by the date and time specified. I understand the equipment is the property of Brigham Young University and the J. Reuben Clark Law School. I hereby assume full financial responsibility for the equipment if lost, stolen, or damaged in any way, and will repair, replace, or reimburse any equipment within one week. I am also aware of and agree to pay a \$10 per hour late fee until the equipment is returned to the Media Service Office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

The Media Services Office of the Brigham Young University J. Reuben Clark Law School acknowledges that the equipment is in proper working condition at the time delivered. This office also agrees to inspect the equipment immediately upon its return. If any damages are found, they will be reported promptly.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Technician, Media Services