



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Equipment Sign-out Form ORYMCA

This form assigns primary responsibility for Ozark YMCA equipment to the borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage. *If it is determined that loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the equipment.*

Equipment _____ Date signed Out _____ Due Date _____
Date Returned _____ Borrower Name _____
Phone Extension _____
Item Description _____
Primary Location of Equipment While Signed Out _____

1. The borrower will be responsible for return of the equipment in like condition as received.
2. If loss or damage of the equipment/property occurs and determination is made that the loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the item(s). Reimbursement to Ozarks YMCA by the borrower who checked the equipment out should be at the fair market value of the equipment/property at the time of loss.
3. Equipment cannot be loaned or transferred to a third party.
4. The borrower cannot modify the equipment in any way without written approval of the IT Department.
5. The borrower will make the equipment available at any time as requested by Ozarks YMCA.

I have read the above information and agree to the terms and conditions herein contained.

Borrower Signature _____ IT Department _____

Date Signed _____