

SAMPLE LOAN FORM – EMPLOYEE

- S A M P L E -

_____ DISTRICT

PROPERTY LOAN AGREEMENT - EMPLOYEE

DEPARTMENT: _____

BORROWER: _____

RETURN DUE DATE: _____

ITEM: _____ SERIAL #: _____

CONDITION OF EQUIPMENT:

DATE/TIME OUT: _____

DATE/TIME IN: _____

BORROWER TO COMPLETE:

AUTOMOBILE INSURANCE

COMPANY: _____

POLICY NO: _____

EXPIRATION DATE: _____

HOMEOWNER'S OR RENTER'S INSURANCE

CO: _____

POLICY NO: _____ EXPIRATION DATE: _____

The borrower of the equipment agrees to return the equipment in the same condition as when received from the District and further agrees to pay for any damage or loss incurred through negligence or lack of control for the same and agrees to pay for any corrective action taken to restore or replace the piece(s) of equipment to the original condition upon return. Borrower will not loan equipment to any person and agrees to return equipment no later than the "Due Date" above.

Employee Signature: _____ Date: _____

Print Name: _____

Address: _____

This information on the Risk Advisor website is intended to assist Keenan clients in identifying and reducing certain loss exposures. It is not possible for us to identify all potential sources of liability or to offer a fail-safe mechanism for dealing with them. Keenan offers no guarantee that clients will recognize any financial savings or improved loss experience as a result of the information and suggestions presented here.

SAMPLE LOAN FORM – STUDENT

- S A M P L E -

_____ **DISTRICT**

EQUIPMENT USE AGREEMENT - STUDENT

This agreement is made and entered into this _____ day of _____, _____, by and between _____ (name) and _____ (district).

The term of this agreement shall be for a period beginning _____, _____, and ending _____, _____.

1. The Borrower agrees to pay the total cost of the equipment if it is stolen, lost, or damaged beyond repair.
2. If the equipment can be repaired and restored to its original condition, the Borrower will pay for the restoration and repair.
3. Failure to compensate the District within sixty (60) days from the date of reported loss or damage may allow the District to take legal action.
4. The established value of the equipment is \$ _____

The condition of the equipment is:

In witness whereof, the parties hereunto have subscribed to this agreement, including the comment on the condition and value of the assigned equipment.

SIGNED

DISTRICT:

Student: _____ By: _____

Parent/Guardian: _____ Title: _____
(If Minor)

Address: _____

Phone: _____

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LOAN OF DISTRICT PROPERTY/EQUIPMENT FOR NON-DISTRICT ACTIVITY

Sometimes the District loans equipment to others for non-District purposes. Steps should be taken to reduce the likelihood of District responsibility for any injuries that may occur while the District equipment is being used for non-District purposes.

USE OF EQUIPMENT AGREEMENT

- S A M P L E F O R M -

_____ agrees to loan to _____ hereinafter called "Borrower," the following equipment:

Borrower agrees to return the equipment in the same condition as when loaned, normal wear and tear excepted. Borrower further acknowledges and agrees to the following:

1. The activity wherein the equipment is being used is not sponsored or co-sponsored by the District.
2. Borrower has inspected the equipment and agrees it is in safe condition without any defects.
3. Borrower agrees to hold the District, its officers, employees and agents harmless from any and all losses or injuries, regardless of cause, including the District's negligence that may occur as a result of Borrower's use of the equipment.

SIGNED:

Organization

Date

Student

Date

Parent/Guardian

Date

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