

DUKERIES U3A

Equipment Loan & Return Record Form

Details of person borrowing equipment

Name _____

Role/Group _____

Email address _____

Phone number _____

Equipment Details

Item Description _____

Condition of item _____

Borrower's signature (on issue of equipment) _____

Committee member's signature (on issue of equipment) _____

Date authorised _____

Return of equipment

Item Description _____

Condition On Return _____

Booked in & Checked by _____

Inventory List Updated Yes/No

Borrower's signature (confirming return) _____

Committee member's signature (confirming return) _____

Date _____

Additional Comments _____

Terms of loan

- Equipment must be used for U3A ventures
- The recipient is responsible for reasonable care of said item
- Any loss, damage or malfunction must be reported promptly, in writing to the business secretary
- Any item must be returned at once when the borrower
 - > leaves the role/group
 - > No longer requires the equipment

Signature to Agree to terms _____