

## **Boulder Junction Community Center Equipment Loan Agreement**

### **Terms of Agreement:**

1. The town of Boulder Junction will loan the Smart Board to non-profit organizations in Boulder Junction.
2. The borrower is responsible for checking the equipment carefully and thoroughly, as the borrower is responsible for any damages found to the equipment.
3. The town of Boulder Junction will not assume any responsibility where the borrower has overlooked damages.
4. The borrower must pay and is responsible for loss, theft, or damage from any cause whatsoever while in possession of the equipment. Whether to repair or replace shall be determined and arranged for at the discretion of the Boulder Junction Town Board. The current replacement value of the Smart Board is \$ 7,000.
5. There is a \$100.00 refundable deposit required upon check-out.
6. The borrower will verify that they have the ability and knowledge to use these items in a safe and responsible manner. The Boulder Junction Town Clerk/Treasurer or the Boulder Junction Library Director will provide a brief overview of proper use/care at the time of pick-up if requested.
7. It is understood that the borrower is responsible for notifying the Town Clerk/Treasurer or the Boulder Junction Library Director during the loan period of any equipment malfunctioning or related operational problems.
8. The equipment must be used within the Boulder Junction Community Center.
9. The equipment must be returned to secure location in the Boulder Junction Community Center after use.

When signed by an authorized representative, this signifies agreement of the organization to abide by the policies and regulations governing use of the Town of Boulder Junction equipment and accessories.

*I agree to the conditions of the loan, as stated in this agreement. I understand that I am responsible for the equipment while it is checked out to me, and that I am liable for any loss or damage to the Smart Board and its accessories. I agree to pay replacement costs or repair fees as set forth in the agreement.*

**Contact Person:** \_\_\_\_\_ **Dates Being Loaned:** \_\_\_\_\_

**Organization Loaning Equipment:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Date/Time Checked Out:** \_\_\_\_\_ **Town Signature @ Check-out:** \_\_\_\_\_

**Date/Time Checked In:** \_\_\_\_\_ **Town Signature @ Check-In:** \_\_\_\_\_

**Deposit Received:** \_\_\_\_\_ **Deposit Returned:** \_\_\_\_\_