

## **EQUIPMENT RENTAL AGREEMENT**

Requirements for checkout:

- 21 years of age or older
- Valid library card in good standing
- Photo ID must be presented
- Must be registered in LINK for more than 1 week
- Checkout and return of all items at main desk must be done in person & during library hours

Equipment may be checked out for up to 48 hours. Late fee: \$25 per day per item

Checkout date: \_\_\_\_\_ Approximate time: \_\_\_\_\_

Return date: \_\_\_\_\_ Approximate time: \_\_\_\_\_

***Information of the person who will be responsible for the items:***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Library Card #: \_\_\_\_\_

Organization or affiliation: \_\_\_\_\_

**OFF-SITE EQUIPMENT CHECKOUT:** Location of use: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Opaque overhead projector (\$25 per day)          | <input type="checkbox"/> Surge protector with 8' cord   |
| <input type="checkbox"/> Multimedia projector & video cable (\$25 per day) | <input type="checkbox"/> Laptop computer (\$25 per day) |
| <input type="checkbox"/> L.O.D.I. sound system (\$5 per day)               |   |

**IN-LIBRARY EQUIPMENT CHECKOUT:**

- |   |  |
|---|--|
| <input type="checkbox"/> TV with VCR & DVD on cart with attached extension cord (\$5 per day) |  |
| <input type="checkbox"/> Opaque overhead projector (\$10 per day)                             | <input type="checkbox"/> Surge protector with 8' cord        |
| <input type="checkbox"/> Multimedia projector & video cable (\$10 per day)                    | <input type="checkbox"/> Laptop computer (\$10 per day)      |
| <input type="checkbox"/> Small cart with attached extension cord                              | <input type="checkbox"/> L.O.D.I. sound system (\$5 per day) |

*I will return the materials in person at the Lodi Public Library main desk during open hours and agree to wait while library staff assesses the condition of the equipment.*

*I understand that I am responsible for the use and care of the equipment for the duration of checkout, including checkout fees and late fines as well as the cost of repair or replacement in the event of loss or damage.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR LIBRARY USE:**

CHECK OUT:  Contents checked  Payment received: \$ \_\_\_\_\_

CHECK IN:  Contents checked  Condition checked  Fines: \$ \_\_\_\_\_

Problems reported by patron: \_\_\_\_\_