

EQUIPMENT RENTAL AGREEMENT

LF7 | REVISION 1 | REVISED 10/6/2021

Checkout and return all items at the main desk. Checkout must be done in person and during library hours. A valid library card in good standing is required. Equipment may be checked out for up to 48 hours, and a late fee of \$25 per item will be assessed.

NAME	
ADDRESS	
PHONE	
LIBRARY CARD NUMBER	
ORGANIZATION OR AFFILIATION	
LOCATION OF USE	
CHECKOUT DATE AND TIME	
RETURN DATE AND TIME	

Equipment Checkout

	Multimedia projector (\$15 per day)
	BOSE PA and microphone w/ stand (\$5 per day)
	Portable screen

I will return the materials in person at the Lodi Public Library main desk during open hours and agree to wait while library staff assess 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	
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Library Use Only

CHECK OUT	CONTENTS CHECKED (YES/NO)	
	PAYMENT AMOUNT RECEIVED	
CHECK IN	CONTENTS CHECKED (YES/NO)	
	CONDITION CHECKED (YES/NO)	

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	FINE AMOUNT	
	PROBLEMS REPORTED BY PATRON	