



**WATERLOO CATHOLIC DISTRICT SCHOOL BOARD**

**AGREEMENT FOR AUTHORIZED WCDSB STAFF TO BORROW AV EQUIPMENT**

**This acceptance form is valid for the borrowing of the Audio Visual material identified below:**

|                         |  |
|-------------------------|--|
| Material being borrowed |  |
| Model Number            |  |
| Serial Number           |  |

This school/ department/office has purchased this equipment for teacher’s/employee’s professional use. We want you to actively use this equipment but at the same time we must ensure that you are aware of your responsibility and liability.

**In the event the material is used for work-at-home, I understand the following. Please initial each statement.**

|           |  |             |  |
|-----------|--|-------------|--|
|           | I understand this is a short term loan as the equipment is primarily for school use.   |             |  |
|           | I understand that I must return the equipment upon request.  |             |  |
|           |  |             |  |
|           | I hereby accept total financial responsibility for the damage and for the loss for the equipment listed above when it is in my possession while in transit and use outside of Board-owned facilities and property. |             |  |
|           |  |             |  |
| Loan date |  | Return date |  |

|                        |  |         |  |
|------------------------|--|---------|--|
|                        |  |         |  |
| Signature of Employee: |  | School: |  |
| Print Name:            |  | Date:   |  |

**For Office Use Only:**

|                                |  |              |  |
|--------------------------------|--|--------------|--|
| <b>Signature of Principal:</b> |  | <b>Date:</b> |  |
| <b>Comments:</b>               |  |              |  |
|                                |  |              |  |
|                                |  |              |  |
|                                |  |              |  |