

## INTRODUCTION

Teaching and learning opportunities for staff members and students can be enhanced by the loan of College owned equipment for College related purposes. Similarly, relationships with community groups and organisations can be strengthened through the loan of College owned equipment for community use.

## AIM

The aim of this policy is to establish a clear set of conditions regarding the loan of College equipment.

## POLICY

The borrower acknowledges that the equipment provided:

- is the property of the College
- is not covered by College insurance policy while in the borrower's care
- was borrowed from the College in good condition.

The borrower must accept all responsibility for the safe and appropriate operation of such equipment.

During the period the equipment is in the borrower's care, the borrower agrees to:

- keep the equipment in good order, ensuring no physical damage occurs
- return the equipment to College in good condition by the return date stipulated.

In the event that the equipment is lost or stolen, the College may be required to purchase replacement equipment of similar type. The borrower agrees to reimburse the College for the cost of this replacement equipment. In the event that the equipment is returned in a damaged state, the borrower agrees to reimburse the College for the cost of repairs.

Community organisations and groups may borrow specific items of College equipment, but it must be endorsed by the Principal. A representative of the group must complete an agreement that declares the conditions of this policy are agreed to prior to borrowing College equipment.

All College property is recorded on the CASES 21 assets register. Assets will be engraved or otherwise identified as College property. An annual stocktake will determine the location and condition of each recorded asset.

Staff members may borrow specific items of College equipment for the purpose of completing College work at home, but must complete the loan agreement located in the College office, including a declaration that any costs resulting from loss or damage that is not covered by Department of Education insurance, will be borne by the borrower.

All instances of inappropriate activity involving lent equipment (including loss, vandalism, arson, theft and burglary) are to be reported to a Principal who will contact the police and DET Emergency Management (03 9589 6266) as soon as detected.

All Assets are to be treated and operated in a manner for which they were intended and in accordance with Safe Work Method Statements (SWMS). All staff members must be conscious of security issues related to assets, and are required to ensure that asset security is maintained at all times.

## LOAN OF EQUIPMENT AGREEMENT FORM

Borrower's Name:	
Serial Number:	
Equipment Description:	
Department:	
Collection Date:	
Return Date:	
College Contact Name and Phone:	
Endorsed by:	
Signature:	

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- was borrowed from the College in good condition.

The borrower accepts all responsibility for the safe and appropriate operation of such equipment.

During the period the equipment is in the borrower's care, the borrower agrees to:

- keep the equipment in good order, ensuring no physical damage occurs
- return the equipment to College in good condition by the return date stipulated.

In the event that the equipment is lost or stolen, the College will need to purchase replacement equipment of similar type. The borrower agrees to reimburse the College for the cost of this replacement equipment. In the event that the equipment is returned in a damaged state, the borrower agrees to reimburse the College for the cost of repairs.

**I have read the Agreement above and abide will the stated conditions:**

**Borrower's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_