



**LUND**  
UNIVERSITY

Malmö Art Academy

## Equipment Loan Agreement

I hereby agree to the following terms and conditions when borrowing equipment from the equipment room at Malmö Art Academy.

I will follow the current rules regarding loaning period and returns.

- The equipment may only be used for activities within the academy.
- I am personally responsible for borrowed equipment and liable for any loss and damage that is not normal wear and tear. Lending borrowed equipment to a third party is not allowed.
- All loans will be noted in the equipment room loan system and signed for in writing upon pick up.
- I will pick up and return equipment in person and stay for the time needed for borrowed items to be checked and unregistered.

Initial Equipment Condition:

- The equipment has been verified to be complete and functioning properly prior to loan.

Damages:

- I must report any loss, damages or equipment malfunctions upon return.
- I am responsible for all damages due to accident, neglect, improper use, or loss once this item has been checked out.
- In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment loaned will be billed to me.  
Exception is faults due to normal wear and tear.
- I am encouraged to have sufficient household insurance to afford protection of the equipment.

Lateness:

- I agree to return borrowed equipment to the equipment room on the day and time the loan is due, in person, respecting opening hours.
- A loan can be renewed on due day provided the item is not reserved by someone else.  
This will be done by visiting the equipment room, in person.
- In the case of loss or damage I will be suspended from loans until the debt is settled.
- In case of delayed return, I will be suspended from loans for an equal time as the delay has lasted.  
For delayed photo/video/sound equipment an additional 2 weeks of suspension will be added.
- I understand that I may lose my loan privileges if I fail my obligations under this agreement.

**Upon signing this agreement, I certify that I have read and accept my personal responsibility related to the loan of equipment and agree to the guidelines and polices.**

**I assume responsibility for all risk of loss or damage to the equipment and will accept any charges incurred.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
ID number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by Official, Malmö Art Academy

\_\_\_\_\_  
Date