

**Luskin Departmental Equipment Rental Agreement**

I, **print name:** \_\_\_\_\_, acknowledge that I will be held financially responsible for any damages, loss, or theft of any department equipment I have agreed to check out. I will fill out all requested information and obtain initials from the administrative specialist or any staff person within my respective department upon checking out and checking in departmental equipment. I understand that rentals are time sensitive and I agree to return them in the allotted time frame. (**Extension may be made pending approval from the administrative specialist or other staff person.**)

I agree to the following terms:

- 1) Computer rentals are to be no longer than **2 hours per day** maximum. (Faculty is exempt pending approval). Please initial: \_\_\_\_\_
- 2) Recorders, cables, and adapters may only be rented for up to **2 hours**. Extended use must be approved. Please initial: \_\_\_\_\_
- 3) Rentals are **non-transferable** and must remain in your possession at all times.  
Please initial: \_\_\_\_\_
- 4) **You may not leave items unattended;** this includes leaving it on the administrative specialist desk without proper check in. Please initial: \_\_\_\_\_
- 5) **Items that are stolen, damaged, or lost under your possession will be fully charged to your BAR account.** Please initial: \_\_\_\_\_

Any violation of this agreement will warrant permanent banning from any department rentals. Privileges may be reinstated pending written approval from both Chair and Management Service Officer.

By signing this form you agree to the terms listed above and acknowledge that you are completely responsible for any equipment that you may check in or out.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 UID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (XXX-XXX-XXX)  
 Email: \_\_\_\_\_  
 Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Please complete the **Departmental Equipment Rental Agreement** form and return it to your department **Administrative Specialist** in 3357 Public Affairs Building.

For Urban Planning: R. Anthony Lee, 310-825-2892, [ralee@luskin.ucla.edu](mailto:ralee@luskin.ucla.edu)  
 For Social Welfare: R. Anthony Lee, 310-825-2892, [ralee@luskin.ucla.edu](mailto:ralee@luskin.ucla.edu)  
 For Public Policy: Daniel Oyenoki, 310-825-7667, [doyenoki@luskin.ucla.edu](mailto:doyenoki@luskin.ucla.edu)