FRC LAPTOP COMPUTER CHECK OUT FORM
LONG TERM (not to exceed one semester)

Equipment Setup, and Operation for FRC Laptop

- Equipment setup assistance is available only if staffing and time permit.
- Equipment must remain on MATC property unless approved in advance by your Dean & Associate Dean.
- Equipment is not for personal use.
- Limited resources - please check availability.

Charges may be levied for:

- Damaged, lost, or stolen equipment while checked out
- Non-return of equipment within a specified timeframe will result in all check out services being suspended for a month if it's more than 2 days late

Your Responsibilities

- Notification of equipment problems to FRC personnel: 297-6499 or FRC@matc.edu
- Responsibility by persons checking out (or approving check-out by faculty) of equipment that becomes damaged, lost, or stolen
- Contact FRC personnel to reserve.
- Responsibility of persons using the equipment (other faculty & students) for the security and condition of the equipment while you have it checked out.
- Be careful of extreme temperatures (can freeze the LCD screen or melt the case).

This form must be signed each time for long term checkout by Associate Dean and Dean.

No repeats.

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Your signature: ____________________________________

Supervisor’s Signature: ____________________________

Dean or Department Head: _________________________

Rev. Oct. 2007