IPOD CHECK OUT FORM
(Not to exceed 1 week)

Equipment Setup, and Operation for FRC iPod

- 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 its more then 2 days late

You’re 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 1 week checkout by Associate Dean and Dean.

No repeats. Back to back-consecutive checkouts (this ensures maintenance window)

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Your signature: ____________________________________

Supervisor’s Signature: ______________________________

Dean or Department Head: ___________________________

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