

OFFICE OF RESEARCH AND SPONSORED PROGRAMS
SECC 347, 610-436-3557

Agreement to Borrow Easels and/or Boards

I, _____, am borrowing the following equipment from the Office of Research and Sponsored Programs (ORSP).

The rental period is from _____ to _____.

I understand it is my responsibility to contact Moving Services to pick up the equipment and return it at the end of my rental period. I agree to return the equipment in the same condition it was in on the day I rented it.

I understand there is no charge to rent the equipment. However, **if the equipment is lost, destroyed, or damaged during my rental period, I agree to replace the equipment at my own expense.** The replacement is as follows: **\$28** per easel and **\$8** per board.

Contact Name

_____, _____,
Department Name, Contact number, Date

# of Easels	# of Poster Boards

*May use binder clips or push pins to attach poster to poster board (not provided by ORSP)

Step 1: Fill out form and send to research@wcupa.edu

Step 2: Receive email confirming submission of form and approved rental

Step 3: Contact Moving Services to request move and return date