**Department of Film and Screen Media**

**Equipment Loan Agreement**

This agreement is between the Department of Film & Screen Media ‘owner’ and the student ‘borrower' taking out equipment on loan.

**Terms and Conditions of Loan**

1. The owner will lend the equipment to the borrower on the terms and conditions of this agreement.

2. The equipment shall be loaned on request for a number of days specified when taking out the equipment.

3. The loan period may be extended by mutual consent of both parties.

4. No variation or amendment of this agreement will be effective unless it is made in writing, this can be by email.

**Collection and Delivery of Equipment**

The borrower must arrange a mutually convenient time to collect the equipment on the first day of the loan period and to return it on the last day of the loan period.

The equipment is to be loaned free of charge.

**Title and Risk**

1. Title and all rights to the equipment shall at all times remain with the owner of the equipment. The borrower acknowledges that it has no right, title or property in the equipment.

2. The owner will have the equipment checked to ensure it is fit for purpose prior to collection.

3. Risk of any loss or damage to the equipment will become the responsibility of the borrower upon it leaving the owner's possession and shall not revert back to the owner until the equipment is back in the owner's possession.

**Owner's Obligations**

1. Provide the borrower with operating instructions as appropriate.

2. Provide the necessary information about training requirements for the correct use of the equipment.

3. Ensure the equipment has undergone the checks detailed in ‘Title and Risk’ point 2.

**The borrower undertakings**

The borrower of the equipment agrees that during the loan period it shall:

1. Keep the equipment in its possession and control and ensure that it is secure against loss, damage and theft.

2. Operate the equipment in accordance with any operating instructions issued for it and for the purpose it was designed.

3. Any required maintenance and repair of equipment shall be performed by approved personnel.

4. Ensure that relevant Health and Safety regulations are met at all times.

5. Keep the equipment in good working order, fair wear and tear excepted.

**Insurance**

In the event of the equipment being lost or damaged:

The borrower agrees to pay the replacement cost