



Equipment Agreement Form

Instructions: Print this form and submit it to KC STEM Alliance/KC FIRST staff AFTER receiving an email stating that your rental request was approved. Fill in the approved quantity of equipment to borrow and attach a check for the total rental fees.

All requests for equipment must be received at least 10 business days in advance. Email form to kcstem@kcstem.org with "Equipment Agreement Form" in the subject line.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail Address: _____

Date of Loan: _____ Return Date: _____ *Please contact kcstem@kcstem.org to arrange for pick-up and delivery appointments **Borrower is responsible for physical power/transportation needs of equipment rental (takes two people)

List quantities and description of loaned items in the space below:

Quantity	Item	Rental Fee	Total
TOTAL DUE			

LIABILITY

I understand that I am liable for the care and proper use of the equipment borrowed from KC STEM Alliance/KC FIRST while they are in my custody and will only use it for FIRST related programs. If the equipment is damaged, lost, or stolen I am responsible for the replacement costs of \$80 per field set up kit and \$100 per table. I will report any equipment malfunctions to the KC STEM Alliance staff immediately. I have access to any related software and understand that KC STEM Alliance cannot lend me a copy of any software programs due to license restrictions.

I will make arrangements to ensure that the borrowed equipment is returned to KC STEM Alliance staff by the return date above. I understand that I am responsible for the costs of return shipping or other transportation for pick-up and returning the items. I understand that if the equipment is returned to KC STEM Alliance/KC FIRST with any major damage or missing parts/pieces beyond normal use, I may be charged for the cost of damages.

SIGNATURE

I have read the above Equipment Agreement form and agree to the loan procedures and information outlined.

Print Name Date

Signature

Return confirmation _____