PACE UNIVERSITY

EQUIPMENT FACULTY LOAN AGREEMENT

PLEASE READ THE POLICIES AND PROCEDURES BEFORE BORROWING EQUIPMENT

Policies

☐ For all equipment, see Martina Blackwood in New York City (mblackwood@pace.edu or 212-346-1913) or Richard Miller (rmiller@pace.edu or 914-773-3483) in Pleasantville.

☐ Equipment loans are limited to current Dyson College faculty.

☐ By agreeing to the terms of this agreement you acknowledge and agree that the iPad3/MS Surface RT (the “Loaned Equipment”) is the sole and exclusive property of Pace University on loan to you, and that it is your obligation to return the Loaned Equipment to the University.

☐ The Loaned Equipment must be returned not later than the close of business on May 18th, 2015 at 5pm.

☐ You agree that you alone are responsible for each item of Loaned Equipment that you accept throughout the period that it is loaned to you.

☐ You agree that the Loaned Equipment shall be returned to Pace only by the person who borrowed it. You agree to return the Loaned Equipment on the date set forth above, exactly as you received it, normal wear and tear excepted. You agree that, if the Loaned Equipment is returned in unacceptable condition or not returned within five (5) days after it is due, Pace may charge you its full replacement cost.

☐ All faculty must be security conscious at all times on and off campus. No Loaned Equipment should be left unattended.

☐ In case of theft of Loaned Equipment: the local Police Department or University Security is to be notified as soon as the theft is discovered and no later than 24 hours after the theft. In all cases of loss of, damage to, or theft of Loaned Equipment, you must submit a letter describing the events surrounding such loss, damage, or theft, attaching the official police report, to Director of Security Vincent Beatty (vbeatty@pace.edu or 914-773-3700) within 48 hours of the occurrence. If it is determined that such loss, damage, or theft was due to your negligence or abuse, you will be charged the full replacement cost of the Loaned Equipment.

☐ All repair and/or replacement expenses for damaged or missing Loaned Equipment, due to negligence and abuse, will be charged directly to the iPad/MS Surface RT recipient. You will not be held responsible for normal wear and tear.
I have read, understand, and agree to the above terms, conditions, policies, and procedures and the accompanying iPad/ MS Surface RT General Terms and Conditions.

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Tablet GENERAL TERMS AND CONDITIONS

• *Faculty receiving Pace University-loaned iPads/ MS Surface RT may discontinue use at any time by so advising the Dyson College Director of IT.* Once you have borrowed a Pace University-loaned iPad/MS Surface RT, should you thereafter choose to discontinue your use, you hereby agree that you shall promptly return the Pace University-loaned tablet to the University.

• *No one who has not agreed to the accompanying Equipment Faculty Loan Agreement may receive a Pace University-loaned tablet.*