

Patron Checkout Agreement

I, _____, understand and will abide by all of the Tech Desk policies as outlined below:

- All of the equipment checked out is the **Property of the Tech Desk**
- Patrons are responsible for the safety and condition of equipment – Replacement fees will be charged to the Patron should any equipment be lost, stolen or broken
- The Patron is responsible for erasing any personal data stored on a Tech Desk device.
- All equipment is **DUE by 5pm the NEXT DAY****
- Renewing of equipment can only be done at the Tech Desk and is subject to availability of the equipment. All equipment and accessories must be present for renewal.
- Each item scanned at checkout will accrue late fees daily once the due date has passed.
- Patrons returning equipment past the due date and time will be responsible to pay for all late fees accrued.
- Any late fees and replacement fees will result in a suspended account and will be unable to checkout equipment from the Tech Desk until the fees have been paid.

First Name: _____

Last Name: _____

Stanford Email: _____

Stanford Affiliation (circle one):

Undergraduate

Graduate

Post Doc

Employee/Staff

Faculty

Medical School

**** Unless otherwise specified due to closure or extended checkout**