



EAST TEXAS BAPTIST  
UNIVERSITY

# Equipment Check-Out Form

## Office of Institutional Technology

One Tiger Drive, Marshall, TX 75670  
Phone 903-923-2021 Fax 903-938-1705  
audiovisual@etbu.edu

Check-Out Date: \_\_\_\_\_

Return Due Date: \_\_\_\_\_

**BORROWER**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Event: \_\_\_\_\_

Office phone: \_\_\_\_\_

Pickup Signature: \_\_\_\_\_

This agreement ensures that equipment borrowed from the IT office will be used and maintained by the designated borrower (named above). By signing this form, the borrower accepts responsibility to demonstrate proper use of specified equipment. All specified equipment is the property of ETBU and will be set up with standard software needed for use. We ask that you not install software of any kind on ETBU equipment. Please contact the ETBU IT office if you need assistance with any equipment borrowed.

Equipment can be checked out for a period of up to **two weeks** before having to be returned to IT for maintenance. The same equipment **cannot** be pre-reserved for consecutive periods, it must be returned and then, if still available, it can be checked out again.

ITEM	ETBU #	DESCRIPTION	NOTES *
		Laptop, power supply & bag	
		Projector, power cord, vga cable & bag	
		Portable screen	
		Wireless mouse / keyboard	
		Portable sound system, 1 speaker	
		Portable sound system, 2 speakers	
		Corded microphone & cable	
		Surge protector	

\* List any visible damage (scratches, dents, etc..)

Technician Check-in Signature: \_\_\_\_\_

Missing or damaged equipment: \_\_\_\_\_