Davis Heart and Lung Research Institute Equipment Usage Agreement

Poster board and easel equipment belongs to Davis Heart and Lung Research Institute and should be counted at check-out and check-in to avoid unnecessary fees.

Borrower information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Department</th>
<th>Email address</th>
<th>Event name</th>
<th>Pick up date</th>
<th>Return date</th>
</tr>
</thead>
</table>

Please note – equipment will not be loaned without chartfield information

Org         | Fund          | Project     | Program       |

Rental cost  $10.00 per easel - INCLUDES foam poster boards, easels with legs, cable ties (to attach legs to easel), hooks and a moving cart

Replacement cost for damaged or lost equipment:
- Easel and legs   $ 90.00
- Foam poster boards $ 15.00
- Hat hooks      $ 12.00
- Moving cart    $300.00

<table>
<thead>
<tr>
<th>DHLRI provides</th>
<th>Qty requested</th>
<th>Qty Out</th>
<th>Qty In</th>
<th>Verified by (DHLRI staff initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foam poster boards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metal easels (double-sided)</td>
<td></td>
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</tr>
<tr>
<td>Metal easel feet (2 per easel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hat hooks (4 per easel)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moving cart (1)</td>
<td></td>
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</tr>
</tbody>
</table>

Borrower provides:
1. Binder clips (to attach foam poster board to easel)
2. Push pins (to attach posters to poster boards)
3. Labor (to move, assemble and disassemble easels, poster boards and other supplies)

Please note:
1. Email transmission of this form constitutes an electronic signature
2. Return all equipment in the condition that it was provided
3. DHLRI is closed on the weekends and equipment can only be picked up or dropped off:
   - Monday - Friday between 8:30 am and 4:30 pm

DHLRI contact: Cynthia Hale ● 473 W. 12th Avenue ● Columbus ● Ohio ● 43210 ● (614) 247-7766 ● Izabelle.Colvin@osumc.edu

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