



## 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**

Name		Phone	
Department			
Email address			
Event name			
Pick up date		Return date	
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	Hat hooks	\$ 12.00
Foam poster boards	\$ 15.00	Moving cart	\$300.00

DHLRI provides	Qty requested	Qty Out	Qty In	Verified by (DHLRI staff initials)
Foam poster boards				
Metal easels (double-sided)				
Metal easel feet (2 per easel)				
Hat hooks (4 per easel)				
Moving cart (1)				

Borrower provides:

1. Push pins (to attach posters to poster boards)
2. 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:
  - o Monday - Friday between 8:30 am and 4:30 pm

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