



**Conservatorium
of Music**

**Internal Equipment Use Request Form
Staff and Students**

The Borrower/Hirer
Telephone (Home):
Telephone (Mobile):
E-mail Address: @utas.edu.au
Street Address:
City:
Postcode:

The following information is required for each asset that is to be borrowed. If you are intending to borrow more than one asset please attach additional papers citing this information

Asset Description & Serial No:
Asset Number:
Model Number:
Valuation of Asset: \$
Cost per day: \$
Total: \$
Reason for Hire:

Hire Dates:
From: _____ To: _____
Hirer's Signature _____ Date: _____

Approved Denied
Technical or Administrative Officer's Signature _____ Date: _____
Conditions of Hire:

Office Use Only:
Noted on the file server Copy filed with Administration
Administrative Officer's Signature _____ Date: _____

CONDITIONS OF LOAN

- 1 Asset will be stored safely when not in use.
- 2 Asset will not be used by or hired to any other person.
- 3 Please check the asset before issue and note any damage (see Condition of Asset below). Any damage not listed on the form will be considered to have been caused by the borrower/hirer.
- 4 ANY ASSET VALUED OVER \$1,000 MUST BE PRIVATELY INSURED BY THE HIRER. Copy of insurance policy must be provided by the borrower/hirer as a condition of hire prior to taking possession of the asset.
- 5 During the hire period, please return any asset that needs repair to the Conservatorium for assessment. (A written and signed report of such details needs to be sent to the Head of Discipline).
- 6 If it is found that avoidable damage or loss to the equipment/instrument has occurred the hirer will be invoiced for repair or replacement.
- 7 Upon request the asset must be returned to the Conservatorium.
- 8 Failure to return asset upon agreed date may result in sanctions being applied to student record. Further information can be reviewed at <http://www.utas.edu.au/fees/non-compliance>

All borrowers/hirers will be fully responsible for the asset, while it is under their control and will return the asset in a satisfactory and working condition. In the event of loss or damage to the asset the borrower/hirer may be liable for the replacement/repair of the borrowed asset.

Issuing Staff Member

Condition of Asset:

Hirer's Signature

Date:

Issuing Officer's Signature

Date:

Return of Asset

Upon return of asset the staff member will describe any visible sign of wear or possible repair problems:

Hirer's Signature

Date:

Receiving Officer's Signature

Date: