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**Equipment Lending Policy**

The Office of Disability Services possesses several pieces of equipment that can be borrowed by interested parties on campus. Equipment loans are expected to be short-term in nature, but will vary depending on the type of equipment. A representative of the Office of Disability Services will determine the appropriate length of time when the request is made and the determination may take into account several factors that include, but are not limited to: the intended use of the equipment by the borrower, the volume of requests, both current and expected, and the needs of the Office of Disability Services. Submission of an Equipment Loan Request does not guarantee that the request will be granted and the Office of Disability Services reserves the right to decline an equipment loan request at its discretion.

Equipment that is borrowed from the Office of Disability Services is done so at no cost to the borrower, however the borrower is liable for replacement or repair costs if the borrowed equipment is damage, loss, or theft occurs during the borrowing period or if the equipment is not returned at the end of the borrowing period. The replacement cost of borrowed items will be provided by the Office of Disability Services at the time of lending, and any defects should be noted before leaving the office.

Marquette University and the Office of Disability Services are not responsible for any injury or loss related to use of borrowed equipment and equipment is used at the risk of the borrower.

Procedure:

1. Individuals wishing to borrow equipment must complete the Equipment Loan Request Form, and submit it to the Office of Disability Services for review.
2. After review by a representative of the office, if the request is granted, the borrower will be invited to come to the office to sign out the requested equipment. Borrowers must bring photo-ID when picking up equipment.
3. Equipment may be kept for the agreed upon length of time. If additional time is needed, the equipment will need to be brought to the office, and a new request must be made.

If you have any questions regarding the use of borrowed equipment through the Office of Disability Services, please contact the office at 414-288-1645.

I have read and understand the Equipment Lending Policy outlined above and agree to comply.

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Student Signature / Date

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Printed Name / MUID

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Office of Disability Services Representative / Date