Equipment loan agreement

For equipment lent to someone outside your organisation: a volunteer, a student, a contractor, a partner organisation or a customer. Fill in or delete every bracketed part before use.

LENDER

Organisation		**Contact person**	
Phone		**Email**	

BORROWER

Name		**Organisation (if any)**	
Phone		**Email**	
Address			

Collect only the details you need to get the equipment back. A copy of an ID document is rarely necessary.

THIS AGREEMENT COVERS

Circle one: this loan only / every loan between _____ and _____, each recorded separately

THE LOAN

Purpose			
Where it will be used			
Collected (date, time)		**Return by (date, time)**	
Return to (place)			

ITEMS

#	Item	ID or serial number	Contents and accessories	Condition at collection	Value (optional)
1					
2					
3					
4					
5					
6					
7					
8					
9					

For an agreement covering several loans, leave this table empty and record each loan on its own checkout form or in your checkout system.

TERMS

1. The equipment remains the property of the lender. It is lent only for the purpose above.
2. The borrower is responsible for the equipment from collection until the lender has received it back, including while it is being transported.
3. Return it complete and clean, by the time and to the place above. If you need it for longer, ask before the return date.
4. Do not lend it on, hire it out, modify it, or have it repaired by anyone else.
5. Report loss, theft or damage to the lender's contact straight away. Report theft to the police as well, and pass on the report number.
6. Loss or damage beyond normal wear and tear: [describe what the borrower pays, for example the repair cost or the value listed above, up to a limit of ...].
7. Insurance: [state whether the lender's insurance covers the equipment while it is on loan, or whether the borrower must arrange cover].
8. The lender may ask for the equipment back early if it is needed, or if these terms are not kept.

> Delete this note before use. If the equipment is valuable, or the borrower is a business, have this agreement reviewed by someone who knows the law where you are. A generic template is a starting point, not legal advice.

SIGNATURES

Borrower

Signature

Name in capitals Date

For the lender

Signature

Name in capitals Date

RETURN (FILLED IN BY THE LENDER)

Returned (date, time)		**All items back?**	Yes / No
Missing or damaged			
Condition and notes			
Received by			