



The equipment owner (the 'Owner'):	National Centre for Computing Education (NCCE)
The organisation who wishes to borrow the equipment (the 'Borrower'):	
The equipment to be loaned (the 'Equipment'):	
Dates between which the Equipment will be loaned (the 'Duration'):	

The Owner agrees to lend the Equipment to the Borrower in accordance with the following terms and conditions:

- The Borrower should be aware that failure to return the Equipment in accordance with this Agreement may have serious implications to the Owners business operations. Accordingly the Borrower must strictly adhere to the terms of this Agreement and the Duration period (which may only be extended by mutual consent of both parties in writing, email acceptable). No variation or amendment of this agreement will be effective unless it is made in writing (email acceptable).
- For the Duration and whilst in the possession of the Borrower, it is the responsibility of the Borrower to record and report any damage to the Equipment and shall not revert back to the Owner until the Equipment has been returned.
- The Borrower will ensure that the Equipment is sufficiently secured and losses covered for damage and theft. In the event of any loss to the Equipment whilst in the Borrower's possession, the Borrower agrees to inform the Owner immediately. Where applicable, it is the Borrower's responsibility to ensure they secure adequate insurance for the Equipment in this regard.
- The Borrower will ensure that it has: due regard to any instructions received from the Owner related to operating and maintenance instructions; to only use the Equipment for the purposes for which it is intended to be used; to see that any of the Borrower's staff using the Equipment are adequately trained; that the Borrower keeps the Equipment in good working order (though reasonable wear and tear is acknowledged as being acceptable); the Equipment will not be altered in any way by Borrower.
- To the extent permitted by law, the Owner shall not be liable to the Borrower in respect of the condition or operation of the Equipment.
- For the avoidance of doubt, all rights to the Equipment shall remain with the Owner.

Signed by the parties as acceptance of the Agreement and receipt by the Borrower of the Equipment:			
Signed on behalf of the Owner (NCCE):
	Signature	Print name	Date
Signed on behalf of the Borrower:
	Signature	Print name	Date
Signed by the parties as acknowledgment of return of the Equipment by the Borrower:			
Signed on behalf of the Owner (NCCE):
	Signature	Print name	Date
Signed on behalf of the Borrower:
	Signature	Print name	Date