

NMSU Grants
Information & Communication Technologies (ICT)
Martinez Rm 122, Grants, NM 87020
grantsit@nmsu.edu 505-287-6666



Student Svcs	Initial/Date
Advisor	
Verify	
student eligibility	

EQUIPMENT RENTAL AGREEMENT

LAST NAME:	FIRST NAME:	MAILING ADDRESS:
NMSU EMAIL:		CITY: STATE: ZIP
Personal email:	CELL #:	PERMANENT ADDRESS:
PHONE #:	WORK PHONE:	CITY: STATE: ZIP
Contact Person/Phone # if we are unable to reach you:		DRIVER'S LICENSE #

STUDENT Aggie ID#: _____

RESPONSIBLE PARTY/Name and Signature/Cell Phone # (if student is under age 18)

TERM OF RENTAL: _____ SEMESTER: 20 FALL SPRING SUMMER

EQUIPMENT TO BE RENTED:	Property Tag #	Model Number	Rental Price	Replace Cost
<input type="checkbox"/> Laptop				550.00
<input type="checkbox"/> I Pad				310.00

* SEE CURRENT PRICE LIST

DATE OUT: _____	TIME: _____	ICT Staff Initial: _____
DATE DUE TO NMSU Grants: _____	TIME: _____	Renter's Initial: _____
ACTUAL DATE OF RETURN: _____	TIME: _____	CHECKED IN BY: _____

NEED: _____

Please explain student need for borrowing of equipment.

I agree to return the equipment listed on this form in the same condition that it was initially rented to me and understand that any damages or theft of the equipment will be charged to me. I am also aware that my failure to return the equipment at the scheduled time of return could result in me being charged additional fees or replacement cost. This is a binding agreement between student and NMSU Grants.

Signature _____ *Date* _____

EQUIPMENT RETURN RECEIPT			
This signature below certifies that ALL equipment has been returned in the condition that it was issued.			
Description of equipment returned (Must be same as initial agreement)			
Checked In by: _____	Date	_____	
Renter's Signature _____	Date	_____	
COMMENTS: _____			

ICT Equipment Rental Agreement Terms and Conditions

Eligibility

1. Must be in good academic standing (2.0 GPA or better, no outstanding debt owed to NMSU Grants).
(Students Services Advisor verifies 'good academic standing' by initialing agreement form)
2. First semester NMSU or NMSU Grants students are not eligible for equipment rental.
3. Must have a valid NMSU Student ID.

General Policies

1. All renters must abide by the New Mexico State University Information & Communication Technologies usage and policy available online at <http://af.nmsu.edu/wp-content/uploads/sites/4/2014/03/NMSU-Policy-Manual-BOR-03.10.14.pdf> (See section 2.35)
2. **General Provisions:** Student Equipment Rental Program is for NMSU students and is intended for academic usage, not entertainment. Equipment is not to be shared with friends/family members.
3. **University Liability:** NMSU Grants assumes no responsibility for theft or destruction of loan equipment listed in the agreement. Sole responsibility is placed on the undersigned student renter. **If equipment is stolen, contact NMSU Grants Business Office immediately for filing of a police report (505) 287-6623.**
4. **Location:** All rental equipment must be returned to NMSU Grants ICT Offices where it was rented, located in Martinez Hall Room 122.
5. **Student Payments:** All equipment rentals must be paid at Business Office with cash, check, credit card or money order prior to being issued. Charges to Student Account will not be allowed for Student Equipment Rental Program.
6. **Charges:** Rental charges are noted on form. Additional charges will be made to the student renter's account for damages attributable to the renter's negligence upon return. Replacement fee for equipment lost, damaged or stolen is calculated at current cost of replacement. Student is also liable for lost equipment, wherever it is stolen either on or off campus. No pro-rated refunds will be credited with early return.
7. Note: Upon return to ICT all equipment will be wiped clean by ICT Technicians, thus student is responsible for saving personal documents, apps purchased which are downloaded to device upon return of equipment. **Specific to IPADS: Student is NOT to reset IPAD password; doing so will result in added \$25 fee upon return of IPAD to ICT.**

ICT Equipment Rental Program:

1. **Schedule of Services:** Rentals are available first **day classes begin for Fall, Spring, & Summer semesters** and **must be returned by no later than 4 pm final day of each semester.** Failure to return rentals by due date will result in a late charge of \$10/day. Equipment returned later than 3 days from due date will be reported to police as stolen. A hold will be placed on the student's records and registration until the computer rental is returned. If the student fails to return the equipment, they will be charged for its replacement cost and holds on student account will continue until equipment is paid.
2. **Assignment of Equipment:** NMSU Grants ICT furnishes equipment in proper working order.
3. **Equipment Liability:** Student renter establishes acceptance of the condition of the equipment, and therefore becomes the standard for the condition upon return. Student renter specifically agrees to be liable for the damage or other loss incurred to the equipment that is not the result of regular wear and tear as determined by ICT or theft. The renter agrees to pay such damages to NMSU Grants upon demand. Damages, (except for normal wear and tear) should be reported to NMSU Grants ICT immediately for systems records and possible repair or replacement of the equipment. Theft of equipment is to be reported immediately to NMSU Grants Business Office (505) 287-6623 for filing of police report.
4. **Charges:** Student renter will make a single payment per month or semester for the rental of equipment. Additional charges will be incurred to student accounts for damages attributable to the student's negligence or theft of device or delay in return of \$10/day. The replacement fee for equipment lost, damaged, or stolen will be calculated at the current cost of replacement.

I have read and agree to all rental agreement terms and conditions.

IT staff issuing device

Signature: _____

Date: _____