



**Delta County Public Library District
Equipment Reservation and Deposit Form**

Equipment location: Cedaredge__ Crawford__ Delta__ Hotchkiss__ Paonia__

Please initial:

___ I have read the complete Equipment Lending Policy and understand the following:

___ Equipment may be borrowed for 2 business days

___ Equipment must be brought back to the lending library

___ Equipment must be brought back in good condition or deposit will be forfeited

Name of organization if applicable _____

Name of applicant _____

Address _____

Telephone _____

Email _____

A \$50 deposit will be required to borrow equipment and will be refunded when equipment is returned in good condition

The patron/guest to whom the electronic device is checked out will be responsible for any loss or damage that occurs before the device is returned to the lending library. The patron will be responsible for up to the full replacement cost (up to \$1000) if the device is damaged or stolen and electronic device privileges will be revoked.

Signature of

Applicant _____ **Date** _____

Signature of library staff _____ **Date** _____

Date deposit received _____ **Staff initials** _____

Date deposit refunded _____ **Staff initials** _____