



Mid East Suffolk Teacher Center

Three Village CSD, 100 Suffolk Avenue, Stony Brook, NY 11790

(631) 730-5010

Website: www.mesttract.org

E-Mail Address: kristine@mesttract.org

Google Chromebook Loan Agreement-Staff Use

Please attach loan application to this agreement

Equipment Borrowed:

Tag #1: _____ Tag #2: _____ Tag #3: _____

Tag #4: _____ Tag #5: _____ Tag #6: _____

Return Date: _____ (up to 3 months)

Note: Borrower is responsible to make sure that Chromebooks and power adapters are returned.

By receiving the equipment listed above, I agree to:

1. Check the equipment in and out with designated MESTRACT staff.
2. Prevent the abuse of the equipment.
3. Prevent the theft of the item by ensuring it is locked up and placed out of sight when not in use.
4. Not loan this equipment to another person.
5. Notify the MESTRACT Executive Director and/or Staff immediately if the equipment:
 - Ceases to operate properly
 - Has lost and/or missing parts
 - Is lost or stolen (submit a copy of a filed police report)
6. **Google account used must be logged out before equipment is returned. School district licenses should not be added to this equipment.**

Borrowers are responsible for compliance with all district policies regarding internet use and access. MESTRACT is not liable for any misuse. Additional loan of equipment will not be permitted until all reimbursement is accounted for and/or the equipment is returned in good working condition. This loan is up to the discretion of the MESTRACT Policy Board and/or Executive Director.

Borrower must present a valid driver's license.

Borrower's Signature

Date

MESTRACT Representative's Signature

Date