

## Equipment Borrowing Agreement

Please contact us at (602) 712-4050 if you have any questions.

Submit this form via email to: [ttraining@azdot.gov](mailto:ttraining@azdot.gov)

**Borrowing Time Frame:** Each agency can borrow equipment for up to 2 consecutive weeks. A new Equipment Borrowing Agreement will be necessary for any extension or an additional equipment loan.

**Pickup and Return:** The borrowing agency is responsible for both picking up and returning the equipment. Shipping is not permitted.

<b>Borrowing Agency:</b>	<b>Name of Authorized Signer:</b>
<b>Authorized Signer Email:</b>	<b>Authorized Signer Phone Number:</b>
<b>Equipment Requested:</b> Road Vista Pavement Retroreflectometer <input type="checkbox"/> Road Vista Sign Retroreflectometer <input type="checkbox"/>	
<b>Requested Pick Up Date:</b> ___/___/___	<b>Requested Return Date (2 weeks max):</b> ___/___/___

### Proper Use and Handling of Equipment

The borrowing agency is responsible for applying adequate care and appropriate handling of the equipment to prevent wear and damage. Please follow all manufacturer guidelines and recommended safety procedures when using the equipment. When the equipment is not in use, it must be stored in a secure and locked location to prevent theft or damage.

### Fees and Charges

**Late Return Fee:** A late fee of \$25 per day accrues to the borrowing agency for each day beyond the agreed upon return date.

**Damage Fee:** The borrowing agency is responsible for reimbursing AZ LTAP for 50% of the cost to repair or replace if the equipment or any parts/attachments are damaged while in the agency's care. If the equipment cannot be repaired, the borrowing agency must reimburse AZ LTAP for the replacement cost of the parts or equipment.

### Lost/Stolen Equipment

If an item is stolen, the borrowing agency is required to file a police report and to provide a copy of that report and any other related documentation to AZ LTAP. If an item is lost, the borrowing agency is responsible for 100% of the replacement cost since the equipment is required to be stored in a secure storage location (see Proper Use and Handling above).

**By signing below, I acknowledge:** I have read and understand the *AZ LTAP Equipment Borrowing Agreement* policy. I am authorized to sign this agreement. I agree to the terms of and I accept responsibility for adherence to the *AZ LTAP Equipment Borrowing Agreement* policy by the borrowing agency.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>FOR OFFICIAL USE ONLY</b>	
<b>Equipment Picked Up by</b> _____	<b>from</b> _____ <b>on</b> ___/___/___
<b>Equipment Returned by</b> _____	<b>to</b> _____ <b>on</b> ___/___/___