

CEE EQUIPMENT LENDING PROGRAM GUIDELINES

1. Eligibility: CEE Equipment Loans are provided only to currently enrolled Penn students, faculty, staff and associates with PennKey and valid PennCards. Only Penn students, faculty, staff and associates may use the equipment while it is on loan.
2. Equipment is available for purposes related to CEE coursework and training, and can be used both on-campus and off-campus.
3. Equipment must be picked up and returned at the CEE. Equipment not picked up within three hours of the specified pickup time may no longer be available. Equipment may NOT be picked up or returned at any other location. Equipment may NOT be picked up or returned during times when the CEE is closed. Patrons are required to sign a statement acknowledging receipt of the equipment and the terms of the loan before equipment is lent.
4. The CEE will make every effort to ensure that loaned equipment is fully functional. Due to the constant use expected however, we cannot guarantee that the equipment is in full working condition or that batteries are charged at the time of the loan. Patrons are encouraged to verify equipment functionality before leaving the CEE.
5. Most equipment loans have a standard duration of **up to 72 hours**. Longer loan durations of up to one week will be approved in unusual circumstances. Loan durations of over one week are not allowed except through written appeal and approvals. Once returned to the CEE and checked by CEE staff, an item can be borrowed again if available.
6. *Patrons are financially liable for any items not returned on time or returned requiring repair or replacement.* For items not returned on time, a late fine of **\$25 per day** shall accrue for the first week. The full replacement cost shall be due for all equipment not returned one week after its due date.
7. Batteries will be provided, but patrons are expected to replace these batteries if they run out.

I have read and understand the CEE Equipment Lending Program guidelines and I agree to be bound by the said guidelines.



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