

Equipment loan agreement

2020/2021

ESADSE agrees to loan free of charge to

student at ESADSE in year _____, equipment available from the loan store for the periods specified in the procedure set out below.

Students may, at the request of a lecturer and in agreement with the workshop manager, borrow certain equipment under the following conditions: the work envisages using said equipment must be part of the teaching programme, the student must have informed their insurer in advance and obtained its express agreement to cover the equipment against theft or damage, and a loan form indicating the type of equipment, its value, the loan period and the insurance policy number must systematically be completed with the person responsible for the loan.

Equipment loans in the departments (photo, video, printing, modelling, loan store):

Equipment can be borrowed at the times specified in the appendix and posted up in the departments concerned.

After three late returns, the student will be banned from borrowing equipment for 1 month.

Loan agreement

The loan agreement concerns the following articles:

Article 1 - Conditions of eligibility

Educational equipment may be borrowed from the EPCC, by lecturers and any student:

- registered (administratively) with the EPCC for the current academic year,
- not ineligible to borrow equipment as a result of having damaged or failed to return equipment in a previous academic year,

Article 2 - Conditions and place of collection

The equipment will only be handed over to the Borrower on production of proof of identity (student card or other identity document) when collecting the equipment. Equipment can only be handed over in person.

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Article 3 - Loan period

The EPCC lends the Borrower the equipment described in Article 5 for a given period under the conditions set out in the agreement. The equipment is provided on a temporary, revocable basis, free of charge.

Article 4 - Equipment loaned

The equipment loaned is the following:
The equipment remains the exclusive property of the EPCC.

Article 5 - Undertakings and responsibilities of the Borrower

- The Borrower undertakes not to make any material modifications to or damage the equipment borrowed.
- The Borrower undertakes to cover the costs incurred if the equipment borrowed is lost, stolen, damaged or not returned on time.
- The Borrower undertakes to use the equipment borrowed exclusively for educational or research activities.
- The EPCC may not be held liable in the event of any fraudulent or unlawful use of the equipment loaned. The Borrower has an obligation in this respect to comply with all the rules and practices applicable at the School (in particular the guidelines for the use of the EPCC's computer hardware and resources and French law).

Article 6 - Return of equipment and end of the loan

When returning the equipment, the student must inform the person responsible for the loan of any malfunction or other problem that arose during its use.

The Borrower undertakes to return the equipment in person in the same condition as it when it was first collected, at this address: EPCC-ESADSE, 3, rue Javelin Pagnon 42000 Saint-Etienne.

Equipment may be returned early - there is no absolute need to wait for the return date specified in this agreement.

If the equipment is not returned on the due date, a reminder message will be sent to the Borrower's university e-mail address.

Article 7 - Sanctions and penalties

- The EPCC must be informed of the loss or theft of or damage to equipment as soon as possible.
- In these cases, the Borrower will have to reimburse the unreturned equipment, paying 30% of the price of a new item to replace it.

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-Any material damage or parts found to be missing when the equipment is returned, whether this is deliberate or accidental, may lead to the Borrower being asked to compensate for the loss or damage, where said damage is not covered by the statutory warranty or a maintenance contract specific to the equipment in question.

The amount of this compensation will be equal to 30% of the cost to repair or replace the damaged or missing equipment.

Article 8 - Refusal to loan equipment

The decision to accept or refuse the loan will be made by the EPCC and is not subject to appeal.

Signed in Saint-Etienne, on _____

Student's signature Signature of person responsible for the loan

Write by hand: «read and approved»