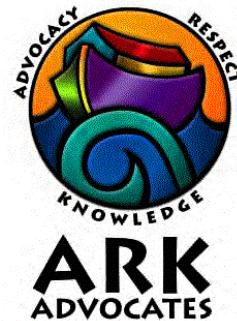


# ARK Advocates Lending Library



## Equipment REQUEST FORM / AGREEMENT

\*Please print legibly. We cannot process your request if we can't read all the information.

Equipment Requested: \_\_\_\_\_

Date of Request \_\_\_\_\_

Description of Needed Item	Inventory Number (If known)	Type of Equipment
1.		<input type="checkbox"/> Mobility <input type="checkbox"/> Communication <input type="checkbox"/> Sensory <input type="checkbox"/> Daily Living Aide
2.		<input type="checkbox"/> Mobility <input type="checkbox"/> Communication <input type="checkbox"/> Sensory <input type="checkbox"/> Daily Living Aide

Borrower's/Guardian's Name: \_\_\_\_\_

Street Address \_\_\_\_\_ City/state/zip \_\_\_\_\_ County \_\_\_\_\_

Relationship to individual using equipment: \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Evening phone # \_\_\_\_\_ Email \_\_\_\_\_

Name of Person using the equipment (if different from above): \_\_\_\_\_

Street Address \_\_\_\_\_ City/state/zip \_\_\_\_\_ County \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Evening phone # \_\_\_\_\_ Email \_\_\_\_\_

- It will be your responsibility to pick up the requested equipment and return it to ARK after you're finished with the equipment or time has expired.
- Although we are not charging for the use of the equipment, ARK would greatly appreciate any donation you are able to offer to help us sustain the operations of this wonderful lending library. ARK Advocates is a non-profit organization made up of members and volunteers.

Are you a member of ARK Advocates?  YES  NO

Would you consider becoming a member of ARK Advocates?  YES  NO  Maybe – More info

How did you hear about ARK's Adaptive Equipment Lending Library?  Friend  School/AEA  Agency

Website/Facebook/Media  Other (specify) \_\_\_\_\_

## BORROWER/GUARDIAN'S RESPONSIBILITY AND LIABILITY STATEMENTS

Please read and sign BOTH the "Borrower/Guardian Responsibility and Liability" and the "Disclaimer and Waiver of Liability" statements on pages 2 and 3. The person borrowing the equipment is considered to be the person responsible for the equipment and should sign the forms.

### BORROWER/GUARDIAN'S RESPONSIBILITY AND LIABILITY

I understand and agree that I am responsible for proper handling and use of the equipment.

I am responsible for returning all components to ARK Advocates Adaptive Equipment Lending Library. I must call ARK Advocates at 563-556-1785 **immediately** if there are any concerns with the equipment.

In the case of loss of equipment or components, I may be held financially liable. In the event of loss, I will contact ARK Advocates at 563-556-1785.

In the case of theft, I will not be held responsible, as long as I immediately report the incident to the police and provide a copy of the police report to ARK Advocates.

I understand it is illegal to copy or distribute any software loaned through ARK Advocates Adaptive Equipment Lending Library. Upon completion of the loan period, if I have loaded borrowed software on my computer, I will remove it.

Failure to comply with these responsibilities will result in loss of future access to the ARK Advocates Adaptive Equipment Lending Library, in addition to applicable financial liability.

\_\_\_\_\_  
Signature of Borrower/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone

**Return your completed request form and a copy of your Driver's license/Photo ID to,**

**Mail: ARK Advocates**  
**PO Box 3024**  
**Dubuque, Iowa 52004**

**Email: [akrause@arkadvocates.org](mailto:akrause@arkadvocates.org)**

**FAX: TBD**

#### **BEFORE YOU SUBMIT YOUR LOAN REQUEST:**

- **Did you agree with the waivers and responsibilities? You will be expected to sign these documents upon pick up of equipment if you email your application.**
- **Did you provide a copy of your driver's license/photo ID?**

# Disclaimer and Waiver of Liability for Equipment Loan

The equipment utilized in the program is primarily obtained by donation. ARK Advocates expressly disclaims any and all warranty of the equipment loaned. Usage of the equipment beyond its intended use in an improper manner may result in malfunction and/or injury. I understand that ARK Advocates does not inspect the equipment being loaned for the borrower's safety or customize the equipment for each individual user. I have examined the condition of this equipment with a volunteer from ARK Advocates and accept it in the condition as is. **I do hereby exonerate, indemnify, and save harmless, ARK Advocates from all claims and liabilities to all parties for damage or loss to any person, persons or property in any way arising out of or during the use of said equipment.**

\_\_\_\_\_  
Signature of Borrower/Guardian receiving equipment/Date

\_\_\_\_\_  
Relationship to person utilizing equipment

\_\_\_\_\_  
Print Name

I agree to return this equipment on or before \_\_\_\_\_ (date)

\_\_\_\_\_  
ARK Volunteer signature/Date

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## Equipment Return

Equipment returned on \_\_\_\_\_ (Date)

Equipment returned in good working condition Yes / No (Circle One)

Comments: \_\_\_\_\_

Signature of person returning equipment/Date \_\_\_\_\_

ARK Volunteer Signature/Date: \_\_\_\_\_