XAVIER UNIVERSITY
McKEOUGH MARINE CENTER

BORROWER’S FORM

Date: __________________________

Name: _________________________
Department: ____________________

Facilities/Equipment/Materials to be borrowed:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Materials/Equipment</th>
<th>Specification</th>
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Purpose: _____________________________________________________________________

Date of Actual Use: ____________________________________________________________

Date to be returned: __________________________________________________________

Endorsed by:

__________________________  ___________________________
Adviser/Faculty  Director

Approved by:  Received and Served by:

__________________________  ___________________________
Research Assistant In-Charge
WAIVER/CONDITIONS

1. Applicant/borrower is responsible for any damages/losses incurred while facilities/equipment/materials are in her/his possession. Replacement of any of the damaged or lost materials/equipment etc. shall be made within the semester it was incurred. Replacements should be of the same brand and specification. Only after these requirements are met shall the borrower be cleared from department.

2. Generally, borrowed/rented materials, equipment, etc should be returned to the MMC office no more than one (1) day after its actual use except during Sundays and holidays. Monetary fine of _________ shall be imposed daily for delays as per department policy. Payments shall be made through the Finance Office of the university.

3. Generally, materials not returned one (1) month after the date borrowed shall be considered lost and their replacement shall be considered due and demandable EXCEPT in special cases and with the Director’s discretion.

Conforme:

_________________________________________   __________________________
Borrower’s Name & Signature                    Date

Noted by:

_________________________________________
Adviser/Faculty
(Name and Signature)

Account No.: 5101-9117 (MMC Rentals)