

MCAD PRINTSHOP

Tool Locker Equipment Reservation Form

TOOL

CHECKOUT DATE

COMMENTS

RETURN DATE

Must be returned within 7 DAYS

- ▶ Fee for repair: Item is damaged while checked out to you, but is repairable.
- ▶ Fee for replacement: Item is lost, stolen, or damaged beyond repair while checked out to you.
- ▶ Fee for repair: Item is damaged while checked out to you, but is repairable.

I HAVE READ AND UNDERSTAND THESE RULES AND REGULATIONS

NAME: (PLEASE PRINT) _____ DATE: _____

SIGNATURE: _____ PHONE #: _____

EMAIL: (PLEASE PRINT) _____

PRINTSHOP STAFF ONLY

CHECKOUT DATE: _____ RETURN DATE: _____ REPAIR/REPLACE FEE AMOUNT: _____

PRINTSHOP STAFF SIGNATURE: _____

NOTES: _____

PLEASE EMAIL PRINTMAKINGSTUDIO@MCAD.EDU WITH ANY QUESTIONS