



Drafting Desk Loan Agreement

Drafting Desk Serial/Model Number _____

Brookdale Community College has provided an Alvin, Portable Drafting Desk, or similar model (“drafting desk”), to you only for the duration of mandatory online classes. The drafting desk is a loaner and at all times remains the property of Brookdale Community College. You must return the drafting desk upon the earlier of either the end of mandatory online classes, if you withdraw from the College, or if notified to do so. This drafting desk is for your use only and loaning the drafting desk to other individuals is strictly prohibited.

You will not remove or alter any Brookdale Community College identification or inventory tabs attached to or displayed on the drafting desk. You may not deface or obscure the drafting desk’s serial number and manufacturer/district label. You agree to not personalize or affix any decals, stickers, or any type of decorative materials to the drafting desk, and no paint, glue, or other substance is to be placed on the drafting desk.

In consideration of this Loan arrangement, you acknowledge and agree to keep the drafting desk safe and secure. You assume the risk of loss, theft, destruction or damage. If the drafting desk is not returned or returned damaged, you will be charged the lesser of either the replacement cost or repair cost. Failure to return the drafting desk at the end of mandatory online instruction, if you withdraw from the College or course(s), or if instructed by the College to do so will result in a \$100.00 charge being placed on your account with a mandatory hold on the account. Should you fail to return the drafting desk or return it in a damaged manner, the College may also proceed with legal action to collect this debt.

Any damage or theft to the drafting desk will immediately be reported to the Institute Dean, Humanities no later than 24 hours after the incident.

By signing this Drafting Desk Loan Agreement, I acknowledge that I have read and understand all information above, understand this is legal document to which I am legally bound and agree to all the terms and conditions stated in this Agreement.

Student Name and ID # _____
Address/City/State/Zip _____
Student Phone Number _____
Student e-mail _____
Signature _____
Date _____