



Microsoft Tech Lending Library Borrowing Agreement

Version 1 – 02/11/2025

BORROWER INFORMATION

Educator's Name: _____

School/Organization: _____

Position/Title: _____

School/Organization Address: _____

Email: _____

Phone Number: _____

Age/Grade of Students: _____ Number of Student Users: _____

Loan Start Date: _____ Return/Due Date: _____

Description of Purpose: (Briefly describe how the Tech Lending Library will be used in your classroom or program.)

BORROWING TERMS & RESPONSIBILITIES

By signing this agreement, I acknowledge that I am borrowing the **Tech Lending Library** from the **SOVA Innovation Hub** and agree to the following terms:

- Checkout Duration:** The standard loan period is **one week**.
 - Pickup:** Monday between **8:30 AM – 5:00 PM**
 - Drop-off:** Friday by **4:30 PM**
 - Extension Requests:** Extensions may be granted upon request if no other group is waiting to borrow the kit. Requests must be made before the original return date.
- Eligibility:** The Tech Lending Library is available to **K-12 educators, school administrators, college/higher ed instructors, and community program leaders** focused on student learning.
- Usage:** The equipment is for **educational purposes only** and will remain under my supervision at all times.



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4. **Equipment List Attachment:** A detailed list of the specific equipment being borrowed will be **attached to this agreement** as **Exhibit A**. I acknowledge receipt of this list and confirm that all listed items are present and in good condition at the time of checkout.
5. **Liability:** I accept full responsibility for the **proper use, care, and return** of all equipment. Any lost, damaged, or malfunctioning items must be reported upon return. Borrower may be financially responsible for any missing or damaged items.
6. **Return Policy:** All items must be **returned in the same condition** as they were received. Late returns may impact future borrowing privileges.
7. **Post-Checkout Report:** Within a week of returning the equipment, I agree to complete a **post-checkout form**, which includes:
 - **Educator and student feedback** on their experience.
 - **A photo or video** of the technology being used in the classroom (with necessary permissions).
 - **A sample of student work** or content created with the technology.
 - **Suggestions for future additions** to the Tech Lending Library and technology at the SOVA Innovation Hub.
8. **Agreement Form:** I acknowledge that I must **complete this Borrowing Agreement** before receiving the Tech Lending Library.

SIGNATURES

Educator Borrower:

Signature: _____ Date: _____

Name (Print): _____

School Administrator (if applicable):

Signature: _____ Date: _____

Name (Print): _____

SOVA Innovation Hub Representative:

Community Manager **Microsoft TechSpark Manager**

Signature: _____ Date: _____

Name (Print): _____



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EXHIBIT A – Equipment List

Equipment Type	Make and Model	ID #	Serial Number	Quantity Available	Quantity Checked Out	Quantity Returned
Camera 4k	Black Magic Pocket Cinema 4k Camera	5700151	9 338716 005387	1		
Camera 4k	Black Magic Pocket Cinema 4k Camera	5700052	9 338716 005387	1		
Camera Lens	Panasonic Camera Lens 12-60mm f/3.5-5.6	163722	XB7CFE104547	1		
Camera Lens	Panasonic Camera Lens 12-60mm f/3.5-5.6	149894	XF6GC002072	1		
Camcorder (Video Camera)	Panasonic Camcorder	198092	WHSSDF001696	1		
Wide Angle Lens	Panasonic Wide Angle Lens H X1015 PP-K	199137	HN9CD103010	1		
Light	E2 Box II Light			3		
Tripod	Manfrotto Tripod			1		
Folding Light	Folding Light			1		
SD Memory Cards	SD Memory Cards	-	-	3		

INITIALS CONFIRMING CHECKOUT / RETURN

Educator Borrower: _____ / _____

SOVA Innovation Hub Representative: _____ / _____



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EXHIBIT B – Missing or Damaged Equipment Condition Report

This form is designed for borrowers to document any equipment that is malfunctioning, missing or damaged upon return. Accurate reporting ensures proper maintenance and accountability.

Equipment Type / Make & Model	ID #	Serial Number	Condition at Check Out	Condition at Return	Borrower's Notes