

CCESA I & D Resource User Acknowledgement 2018-2019

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I, _____, who wish to borrow resources (also “materials”) from the Coconino County Education Service Agency (CCESA), understand and accept the following:

Please initial to acknowledge the following statements.

BASIC CONDITIONS

___ I will utilize materials for the sole and exclusive purpose of instruction at my school site.

___ I will utilize the checkout system to record my use of CCESA resources. Upon checkout, I will note the date on which I plan to return all materials.

___ I will return all materials to the CCESA I & D office by 5:00 PM on the date specified in the checkout system, and I will contact I & D if I am unable to return the materials on time.

___ There may be a limit on the number of kits and length of time I can have kits checked out.

___ This Acknowledgement applies to any item I borrow from CCESA, from the date I sign through the end of the CCESA I & D Division’s borrowing period.

___ CCESA I & D Division reserves the right to add and remove items from the list of materials available to rent. CCESA I & D Division is not responsible for notifying borrowers when items are removed or added. CCESA will make a good faith effort to keep the list posted on its website current to the week.

USE OF CCESA KITS

___ **EiE Kits Only:** Before reserving an *Engineering is Elementary (EiE)* Kit, I must complete an EiE Training, which is available through the CCESA I & D Division.

___ If multiple teachers in my school wish to use a kit from the CCESA I & D Division, the individual who checks out the kit will be responsible for returning the kit in the same condition. If the kit is an **EiE kit**, all teachers to be using the kit must have received EiE training.

DAMAGED, LOST, OR STOLEN ITEMS

___ Each resource must be returned in the same condition in which it was upon checkout. I, the borrower, will be present when resources are inspected prior to being released to me. With this understanding, I accept full financial responsibility for the replacement and/or repair of any



resources that might be damaged, lost, or stolen. I understand I will not be able to borrow further resources/materials until payment is received by CCESA I & D Division.

LIMIT TO USE OF CCESA RESOURCES

____ As a condition of use, I promise not to use CCESA I & D Division resources or materials for any purpose that is unlawful, or any other purpose not reasonably intended by CCESA I & D Division.

____ CCESA reserves the right to demand return of resources at its sole discretion, regardless of the proposed return date, at any time and for any reason.

I, the undersigned, agree to the above terms for use of the CCESA I & D Division's resources and materials.

Borrower

Print Name _____

Signature _____ Date _____

CCESA Employee

Print Name _____

Signature _____ Date _____