

CHSS Data Projector Responsibility Form

I, _____, have successfully completed the Data Projector training class provided by the College of Humanities and Social Sciences and do hereby assume full responsibility *to use and to care for* the Data Projector *which is the property of College of Humanities and Social Sciences*.

I agree to use the projector only for activities related to educational purposes at Montclair State University or in connection with Montclair State University projects or programs.

I agree to hold Montclair State University and the College of Humanities and Social Sciences blameless for any damage caused by my use of the projector or for any liability created by my use of the projector or any product created by the projector. I will indemnify the university and the college for any liability resulting in damages, fees, or costs that result in any way from my use of the projector.

At the end of the class period, or the next business day if the projector is signed out on a Friday, I will return the projector to CHSS Technology Services (CHSSTS), or make arrangements to have the data projector delivered or picked up from my office, in the same condition as I received it, or I will compensate the College of Humanities and Social Sciences in full for any loss or damage to this equipment. My reservation for this data projector is from:

_____ at _____ until _____ at _____.
date time date time

All equipment must be returned at the end of the class period if it loaned out for and in an acceptable condition as outlined above. In some cases a piece of equipment may be signed out for a longer time period, not to exceed one month. CHSSTS reserves the right to enter a College or University office with or without the presence of the faculty or staff member assigned to that space for the purpose of collecting unreturned technical equipment owned by the College or University. CHSSTS agrees to notify the faculty or staff member assigned to that space in writing when the equipment has been collected. CHSSTS provides a service but does not guarantee a particular piece of equipment. By not adhering to the above outline for use of the equipment, or by violating the MSU Guidelines for Responsible Computing, I understand that my privileges providing access to this technology can be suspended or revoked.

I have read this waiver and guarantee form and agree to abide by its terms and conditions.

Signed:

Faculty/Staff Member date

CHSSTS Member date

Projector #

Returned:

Faculty/Staff Member date

CHSSTS Member date