



*Rules and Regulations for Borrowing Equipment from Physical Science:*

1. All requests require at least 14 day notice from the intended check-out day.
2. All equipment must be returned on or before the agreed upon date (date will be provided to you when your request is approved).
3. If you are in need of expensive chemicals, we can help direct you to chemical suppliers in order for your department to purchase the chemicals needed.
4. All equipment must be returned in the same condition as when it was checked-out.
5. Equipment may only be borrowed if is being used for a GRCC related function. This will be determined on a case-by-case basis where the Physical Science Department Chair makes the final decision.
6. A notification will be sent to the email provided with an approval or denial message.
7. Denial may be for several reasons; these include, but are not limited to:
  - The equipment is not available because it is already checked out or is being used for a class
  - The event is not deemed be one that highlights GRCC
  - The borrower has borrowed equipment before and has broken/damaged equipment
  - The equipment requested is very specialized and is needed within a few days of when the borrower can return it
  - Sensitivity of the equipment
  - Expense of the equipment
8. If you no longer need the requested items, please contact the Physical Science Laboratory Coordinator as soon as possible. Failure to notify in this regard may cause you/your department to lose borrowing privileges.

Please sign and date to acknowledge you have read these rules and agree to abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_