

HCC EQUIPMENT TERMS OF USE

Name: _____ E-Mail Address: _____

Date Equipment was loaned: _____ Date Equipment was returned: _____

I, _____, an intern/clinical student of HCC Network, understand and acknowledge the following:

A. HCC Network has provided me with the following equipment:

Product	Description	Serial Number	Replacement Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- B. The Equipment remains the property of HCC Network at all times and HCC Network can require me to return the equipment at any time.
- C. The Equipment is intended for official business use in accordance with all applicable HCC Network rules, regulations, and policies. The information on the equipment is not private, and HCC Network has the right to review it at any time.
- D. I may physically remove the equipment from HCC Network for official business use only, but I am responsible for the safety and security of the equipment at all times, as well as the confidentiality of all information contained in the equipment. I will not permit any unauthorized person to have access to or use of the equipment, and I will not disclose any confidential information contained in the equipment to any unauthorized persons.
- E. In the event that the equipment is stolen, I will immediately report the theft to the appropriate law enforcement agency and will provide a copy of the official police report to the Chief Administrative Officer.
- F. In the event that the equipment is lost, stolen or damaged, I will immediately report the loss or damage in writing to the Chief Administrative Officer. I may be responsible for reimbursing HCC Network for any equipment that is lost. I may also be required to reimburse HCC Network for any equipment that is damaged or stolen.
- G. HCC Network shall determine the billing plan for any cellular telephone provided and shall be responsible only for the payment of costs associated with official business.
- H. I will not vandalize the equipment by placing stickers, decals, ect. on it.
- I. I will not eat, drink, or smoke while using the equipment.
- J. I have read the terms set forth above, and my questions regarding those terms, if any, have been answered by HCC Network.

Student Signature

Date

