



**OFFICE OF COMMUNICATIONS**  
60 South Lincoln Street  
Washington, PA 15301

**P. 724.223.6074**  
**F. 724.223.5267**  
communications@washjeff.edu

# Communications Physical Resources

## Release of Liability Agreement

I, \_\_\_\_\_, am borrowing the following equipment

\_\_\_\_\_ from the Department of Communications for the borrow  
period of \_\_\_/\_\_\_/\_\_\_ : \_\_\_ to \_\_\_/\_\_\_/\_\_\_ : \_\_\_ .

I acknowledge that the equipment is the property of the Office of Communications and will pick up the equipment and return it to a Communications employee at the end of the borrow period. If I cannot return the equipment in person, I have discussed the return plan with a Communications employee prior to borrowing the equipment.

I understand that in the event the equipment is lost, stolen, or destroyed, or damages are incurred during my borrow period it will result in being charged up to the full replacement cost of the equipment at my or my department's expense.

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date