

**Rochester Institute of Technology MAGIC Spell Studios
Loan Agreement**

I, _____ with RIT UID# _____
(Name)

wish to borrow equipment owned by the Rochester Institute of Technology and available for my use as a School of Film & Animation student through MAGIC Spell Studios.

In consideration for the use of this loaned equipment, I hereby agree to the terms of this loan agreement:

- a. I recognize that the equipment requires care in handling and use, I agree to take utmost care in the handling and use of the borrowed equipment.
- b. I agree to return equipment on loan to me under this agreement on or before the due date specified on the MAGIC reservations and/or checkout. If not otherwise informed, the equipment will be due back within 24 hours of the checkout time.
- c. I understand RIT may require each borrower to evidence his/her/their RIT ID card before checking out equipment to that individual.
- d. I agree that I will be fully responsible for any and all damage or loss of any type to equipment loaned to me under this agreement. I understand that this means that I am responsible for the actual repair cost or replacement cost, whichever is less. I also agree to promptly inform RIT if damage or loss occurs to this equipment.

RIT strongly recommends that each student acquire insurance to cover damage or loss to the loaned equipment.

- e. I understand that equipment shall only be used for purposes authorized by MAGIC.
- f. **I agree to allow this signed agreement to serve as binding to any current and all future equipment loans that I make from RIT MAGIC Spell Studios.**

I have read this agreement and agree to be bound by its terms and conditions. I am at least 18 years of age and currently a registered RIT student*

Signature: _____ Date: _____

* Legal guardians signature required if not 18 years of age.

Graduation Year: _____

Phone number: _____

Email address: _____

For MAGIC Production Assistant:

LOAN AGREEMENT ACCEPTED BY: _____ Date: _____

Revised 3/15/23