By signing the Technology Request Form, the technology user agrees to:

1. Exercise appropriate care of the rented classroom and/or equipment so as to prevent loss or damage.

2. Return all equipment by the specified due date and time; otherwise, additional fees may be incurred.

3. Notify the Solutions Center by telephone (202-994-7900) and in writing (e-mail: acadtech@gwu.edu) immediately:
   a. If there is loss or damage to the equipment; or
   b. If the Renter is unable to return the equipment by the due date and time.

4. Accept full responsibility for any loss or damage caused to the equipment due to the negligence or improper use of the equipment on the part of the Renter.

5. Keep the University indemnified against all loss or damage to the equipment caused by negligence or improper use on the part of the Renter. "Improper use" includes, but is not limited to:
   a. using the equipment other than in accordance with manufacturer's and/or the University's instructions;
   b. using the equipment for any purpose other than for agreed upon with Academic Technologies;
   c. allowing the equipment out of the Renter's control and custody;
   d. failing to protect it from loss or damage.

6. The User agrees to pay the cost for replacement of or any repairs to the equipment in full (i.e., retail price kept on record at the Academic Technologies) in the event of:
   a. negligence or improper use on the part of the Renter that causes loss or damage to the equipment or
   b. loss of the equipment or failure to return the equipment.

If you intend to use your own auxiliary equipment (e.g., a USB thumb drive, a laptop running an operating system other than Windows, etc.) or media (e.g., a burned DVD) that may pose a "special case" during your event, we recommend that you bring it to your training session to test it out ahead of time.

Please be advised that compatibility issues can exist between different types of technology equipment and it is your responsibility to establish compatibility before the event begins.

Follow this link to schedule technology training:
http://acadtech.gwu.edu/classroom-training