

Lee County Fire Marshals and Inspectors Association

Property Loan Agreement

Description of Materials Loaned: _____

Loaned To: _____

(Employee or Agency Representative)

From _____ Phone #: _____

(Agency)

The undersigned hereby agrees:

- 1) To be solely responsible for the safekeeping of the materials;
- 2) The materials will be used by responsible and trained individuals;
- 3) The use of the materials is for the purpose intended and loaned;
- 4) The materials are not to be loaned to another agency or individual.

The requesting employee or agency representative further agrees to be solely responsible for the immediate repair, replacement or financial restitution of the above described materials upon discovery of damage or loss.

Received By: (Signature) _____
Date

Condition of Loaned Items: Good Fair Poor (Circle one)

(LCFM&IA representative loaning materials)

NOTE: Before completing this section, Page 2 shall be completed.

Condition of Return Materials: Good Fair Poor (Circle one)

Date Returned: _____

LCFM&IA Representative Accepting Materials: _____

If returned condition is different than loaned condition, explain below:

Returned Equipment Checklist

Tent

Are all pieces of the tent together and in the bag for the tent? _____ Yes _____ No

If NO, explain why. _____

Is there any damage to the tent frame or canvas material? _____ Yes _____ No

If Yes, explain the damage. _____

Popcorn Machine

Is the machine returned clean? _____ Yes _____ No

If NO, explain why. _____

Is the machine damaged? _____ Yes _____ No

If Yes, explain the damage. _____

Safety Trailer

Is there any damage to the exterior of the Safety Trailer? _____ Yes _____ No

If Yes, explain the damage? _____

Is there any damage to the equipment inside the Safety Trailer? _____ Yes _____ No

If Yes, explain the damage and what equipment was damaged. _____

Were fire safety materials used? _____ Yes _____ No

Is the borrower going to replace the fire safety materials used? _____ Yes _____ No

If No, explain why. _____

Is the Safety Trailer clean on the inside and outside? _____ Yes _____ No

If No, explain why. _____

Name of person completing this form: _____

Print Name

Name of person returning equipment: _____

Print Name