



OFFICE OF COMMUNICATIONS
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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