EXHIBIT I

TOMPKINS CORTLAND COMMUNITY COLLEGE
170 North Street
Dryden, New York 13053
(607) 844-8211
Release Form/Permission Slip
Loan of Equipment to an Outside Agency

I, _____ do hereby agree to assume full responsibility for the equipment loaned to _____ from Tompkins Cortland Community College. The above mentioned individual and/or agency will take full responsibility for the repair or replacement of the equipment listed below in the event of the following: any damage, theft, fire, or loss. I also agree that I will notify the _____ of the College immediately in the event of one of the above occurrences.

The equipment is being borrowed for the period _____to _____. It is the responsibility of the borrowing agency to return the borrowed equipment on or before the due date.

_____ also agrees to waive any and all claims against Tompkins Cortland Community College, its faculty, staff, or other persons serving in an official capacity in the event of personal injury or loss of life while the equipment listed below is in the possession of _____.

The College hereby again reminds the borrowing agency that they will be solely responsible for the replacement or repair of damaged equipment. The College suggests the borrowing agency contact their insurance company regarding its coverage for the borrowed equipment. When the borrowed equipment has a replacement value exceeding $1,000, the College strongly suggests the borrowing agency purchase an "all risk" certificate of insurance.

Equipment:

	Description	Serial Number	Decal Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

_____ _____
Department Head Signature of Agency Representative

_____ _____
Date Date

_____ _____
Director of Security

_____ _____
Date Out Date Returned