

## CHECKING OUT

- You confirm that the laptop, laptop bag, case and power cables are property of UTSA. **You are financially accountable for any and all loss or damages that occur while in your possession.**
- You confirm that you have personally inspected the laptop, laptop bag, case and power cables. You have found that they are functioning, alerted COEHD Staff to any existing damages and you agree COEHD will not be liable for any indirect, special or consequential damages related directly or indirectly to your use of the laptop, laptop bag, case and power cables.
- You agree to report lost, stolen, malfunctioning or damaged items to COEHD immediately. You will not leave the laptop, laptop bag, case and power cables unattended. **DO NOT** leave around children or pets.
- You will not store or use the laptop, laptop bag, case and power cables in a manner that will contribute to damages (such as scratches, cuts, stains and dents) and/or malfunctions. (i.e., against spirals notebooks, keys or other sharp/abrasive objects, with liquids like make-up, glue, and beverages that could leak, etc.)
- You are prohibited from logging in for another person or lending the laptop, laptop bag, case and power cables to others.
- You will not apply labels, decals or stickers to any surface of the laptop, laptop bag, case and power cables or tamper with or remove existing labels.
- You are agreeing to keep the laptop, laptop bag, case and power cables **clean** while in your possession. **DO NOT** eat/drink while using the laptop and accessories.
- You are responsible for backing up personal files. COEHD is not responsible for data loss due to battery failure, OS crash, and a fault in the system or any other unforeseen occurrence.
- [DO NOT CHANGE THE LAPTOP'S DEFAULT CONFIGURATION. NO UPGRADING NOR DOWNGRADING!](#)

## CHECKING IN

- [You agree to return the laptop, laptop bag, case and power cables no later than the designated due date.](#) If your personal schedule conflicts with the due date, it is your responsibility to make arrangements to check in the laptop on or before the due date.
- You agree to grant COEHD Lab Staff at least 5 minutes to inspect the laptop and accessories to provide an itemized receipt confirming check in. This receipt does not release the borrower of financial responsibility if damages are found.

## TERMS AND CONDITIONS

- COEHD reserves the right to permanently and/or from time to time, change, modify, restrict and/or terminate this check out agreement.
- COEHD reserves the right to temporarily or permanently ban student access to a laptop due to agreement violations.
- COEHD reserves the right to assess charges for loss or damages identified after the laptop, laptop bag, case and power cables have been returned and the check-in process has been completed.
- COEHD reserves the right to request borrowers to surrender ALL UTSA property before the designated due date.
- **DO NOT take the laptop/accessories to UTSA OIT or off campus locations for troubleshooting, repairs and/or quotes.**
- For general questions or technical support contact: [coehdlabs@utsa.edu](mailto:coehdlabs@utsa.edu) or call the COEHD Lab during regular business hours at (210)458-4035.

- Any illicit materials found will be reported to UTSA PD.
- Students are financially responsible for any repair or replacement costs up to and including the full replacement cost of the laptop, laptop bag, case and power cables.
- If the laptop, laptop bag, case and power cables are turned in late, a **hold** will be placed on the students Banner account until all items have been returned or replaced. This hold will prevent a student from registering, graduating or receiving transcripts. It may take up to 2 business days to remove a hold once all the equipment has been checked in.
- **Three** business days after the due date, COEHD will escalate efforts to recover the item(s), including contacting UTSA Police. Should these measures need to be taken, the student will be permanently banned from checking out.
- **A permanent ban will be issued to any student that keeps a laptop well past the due date.** For example: over the winter break or the period between summer and fall semester.
- **DO NOT take any DELL laptop & accessories out of the country.**
- **CONTACT LAB;** If you encounter a malfunction or damage, *immediately report issue* to COEHD Lab Staff. You must check in the equipment for evaluation. Until the cause is determined, you will not be able to check out another laptop or item. You will be notified via e-mail of a resolution.
- **CONTACT LAB;** If lost or stolen, *immediately obtain a police report from the appropriate agency*. Thereafter, contact COEHD FT Staff any time Sunday-Saturday; leave a detailed message with case# and asset ID# of laptop.  
**The numbers to contact for lost/stolen is, Esther Martinez, 210-458-4035.**
- Agreement violations will count against your future check out eligibility.

Do you have any questions? Yes or No
Do you understand you are financially accountable? Yes or No

**Your signature is confirmation that you understand and agree to the terms of this agreement.**

**EQUIPMENT RETURN DUE DATE: DATE DETERMINED PER TERM**

Student PRINT Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone: 210-458-4035 | Email: coehdlabs@utsa.edu

**Scan for Open Lab Hours:**



**Main Campus Open Lab**

Main Building 0.330

**Downtown Open Lab**

Frio Street Building 3.418

**Scan for Upcoming Workshops:**



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