**Equipment loan details**

|  |  |
| --- | --- |
| **Item number** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |

I understand that:

1. It is my responsibility to maintain the items on loan and keep them in a good condition.
2. I will report any loss or damage to the treasurer as soon as possible after the event.
3. I understand the items remain the property of **insert name of forum** and agree to return if I decided to leave the forum or are asked to do so by one of the steering group.
4. I agree to return he items as requested for maintenance or replacement with a month of when requested.
5. I will not allow anyone else to use the equipment. If possible the equipment will be password protected and the password will not be shared with anyone who is not an officer of the parent carer forum steering group.

Signing this part confirms you have read, understood, and agree to abide by all of the clauses detailed above. Breaches of this Declaration may result in **insert name of forum** discontinuing your engagement work. Thank you for your co-operation and support.

**Parent representative**

**Print name………………………………. Date……………………………………**

**Signature……………………………………….**

**insert name of forum Steering group member**

**Print name……………………………………. Date……………………………………**

**Signature……………………………………….**

Approved X 2025

Responsibility of: Steering Group

Next review date X 2025