

FLC STUDENT LAPTOP RENTAL AGREEMENT: This Agreement is made between Fort Lewis College (hereinafter referred to as “FLC”) and _____ (first and last name) hereinafter referred to as the “Renter”).

1. Rental of Computer

1.1 The computer and accessories as designated in this contract remain the property of FLC during the term of the rental agreement. Renter will have no title or ownership interest in the computer, installed components, or accessories.

1.2 Renter must be enrolled for at least 5 credits of classes for each semester the system is rented. This requirement is waived during the summer semester provided renter is enrolled for at least 5 credits in the following Fall term. Under the discretion of the FLC Help Desk, enrollment requirements may be waived for special circumstances.

1.3 The rental fee is \$100 per semester. The rental fees will be charged to the renter’s student account. There will be no rent due for the Summer semester.

1.4 Renter may terminate the agreement at any time by notifying the Help Desk and returning the computer system subject to the terms in sections **3.0** and **4.0**. The rental fee is nonrefundable after census date of the current semester.

1.5 Renter agrees to retain possession of the computer until the system is returned to the FLC Help desk.

1.6 If renter is found to be in violation of the terms of this agreement, rental privileges may be revoked and the equipment will be required to be returned within three days of notification.

2.0 Computer ownership and use

2.1 The device, components, and accessories will remain the property of Fort Lewis College during the term of the rental agreement. The FLC Help Desk will be responsible for performing all hardware problems, modifications, or repairs. The renter agrees to contact the Help Desk in a timely manner if there is a problem with, or damage to the system.

2.2 I will not lend the computer out, or otherwise permit it to be possessed by any other parties. I will not share the password that permits access this computer system, and will protect it from disclosure. I will not use a password on this system that is or was previously used on other Non-FLC accounts, services, or social media sites. I will not alter or remove any identification labels, tags, or serial numbers on the computer system. **Initial: _____**

2.3 I agree to use the computer in a careful and lawful manner. I will not install or use unauthorized or “cracked” software license keys or software, or use the system to access, store, or distribute unauthorized copyrighted material. I understand that I will lose rental privileges if found to be in violation of this clause. **Initial: _____**

3.0 Return of computer

3.1 Rented equipment must be returned to the Media Services desk (Room 007 in the basement of Reed Library) within 20 days in the event of one or more of following circumstances:

a. The renter is not enrolled for at least 5 credits of classes, or upon graduation from FLC

This enrollment requirement is waived for Summer Semester provided student is enrolled for at least 5 credits in the following Fall Semester. Under the discretion of the FLC Help Desk, an extension of the rental agreement may be made for special circumstances.

3.2 The rented equipment must be returned clean and in good condition. You will be charged for damage to the equipment that is outside of normal wear and tear. To avoid a cleaning charge, if you applied any stickers to the equipment, they should be carefully removed to avoid scratching case and leaving residue. Do not use glass cleaner or solvents to clean the laptop display. Refer to the use and care guide on how to properly clean the equipment.

3.3 Renter agrees to return equipment within 7 days upon request of the Help desk in order to address warranty, malware remediation, or other administrative issues. A loaner system will be provided if an extended repair is needed.

3.4 I understand that If I do not return the computer within the stated timeframes listed in sections **1.6**, **3.1**, and **3.3**, FLC may choose to place a hold on my college record, bill me for the replacement cost of the computer, and initiate repossession of the equipment.

4.0 Loss, Theft, or Damage

4.1 I understand that I may be liable for repair or replacement of lost, stolen, or damaged equipment up to the full replacement cost of the equipment as noted in the equipment detail.

4.2 I will ensure the equipment is kept safe and secure at all times, and will contact the Help Desk immediately in the case of theft or loss of the equipment. **Initial:** _____

5.0 FLC Surplus Sale benefit

5.1 Upon graduation from FLC renter will have priority in purchasing a used surplus laptop at market value.

Renter Information:

NAME: _____ FLC ID#: _____
HOME ADDRESS: _____
HOME PHONE: _____ FLC EMAIL: _____
CELL PHONE: _____ ALTERNATE EMAIL: _____

Co-Signer Information (Required if renter is under 18 years of age):

CO-SIGNER NAME: _____
HOME ADDRESS: _____
HOME PHONE: _____ EMAIL: _____
CELL PHONE: _____ RELATIONSHIP TO RENTER: _____

Rented Equipment Detail:

MODEL: _____ Serial No: _____
FLC Asset Tag: _____ Laptop Replacement Cost: _____
Powerbrick serial number: _____ Powerbrick Replacement Cost: _____

By signing this document, you are agreeing to abide by the terms and conditions of this rental agreement. Co-signer agrees to accept responsibility as a co-debtor, and as such, will share any financial liability associated with this contract with the Renter.

Renter Signature: _____ **Date:** _____

Co-signer Signature: _____ **Date:** _____