

Teaching Learning Center  
Cherry Creek – Room 224C  
Campus Box 650  
P.O. Box 173363  
Denver, CO 80217  
Phone: 303-352-4035  
Email: [kelsey.foote@ccd.edu](mailto:kelsey.foote@ccd.edu)



## TLC Equipment Rental

I \_\_\_\_\_ am requesting rental of the TLC's \_\_\_\_\_. I understand this equipment is to be used for multimedia creation or for the piloting of products, and it is to be returned to the TLC 30 days from the original check out date.

Reason for loan: \_\_\_\_\_

Check Out Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Renter:** \_\_\_\_\_  
Print Name Signature Date

**TLC Approval:** \_\_\_\_\_  
Signature

Faculty and staff who check out TLC equipment are responsible for returning the equipment in the condition they receive it. Any damage to or loss of TLC equipment will be the responsibility of the receiving department to replace such equipment. If it is determined that the damage to or loss of equipment was caused by the gross negligence of the faculty or staff member then that faculty or staff member may become personally liable to the College to replace such equipment.

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