

OFF-SITE USE AGREEMENT AND AUTHORISATION – GENERAL & LAPTOPS

Effective Date: _____ Return Date: _____

Note: This agreement and authorisation must be reviewed annually.

User's Name: _____ User's Phone: _____

User's Role: _____

ALL RISK INSURANCE IS PROVIDED BY:

User (for laptops and non-Pilgrim users of other portable equipment)

Pilgrim Uniting Church (for other portable equipment used for an authorised Pilgrim event)

Item Description	Item Serial # or other identification
_____	_____
_____	_____
_____	_____

Purpose for which the equipment is to be used:

I acknowledge receipt of the item(s) described above for use off-site for Pilgrim business.

I agree to use the item(s) according to the following conditions:

1. The equipment will be used solely for me to carry out my role at Pilgrim and/or other roles I have Pilgrim Church Council's endorsement to participate in.
2. When not in use at Pilgrim, at an activity outside Pilgrim that is part of my role, or in transit, the equipment will be located at:

3. I understand that I must keep the above equipment secure and protected at all times.
4. I will inform the Business Manager as soon as possible if the equipment is damaged, lost or stolen.
5. I will return the equipment by the Return Date shown above or, if appropriate, request a renewal of this agreement. Furthermore, I agree to return the equipment if I cease undertaking the role for which I was issued the equipment.
6. **For laptops and non-Pilgrim users of other portable equipment:** I certify the equipment I am issued with is **EITHER** covered by my personal contents insurance, including when in transit as hand luggage, **OR** that I accept full responsibility for any damage to or loss of the issued equipment which may include the cost of repair or the fair market value of the damaged or lost equipment.

USER: _____

BUSINESS MANAGER: _____

OTHER: _____