

## **Agreement Concerning Use of the Laptop Cart in the Ingram Hall Building**

I agree to keep the laptop cart orderly and clean by ensuring all laptops are in their correct slots and that all power cables & LAN cables are connected in preparation for the next user.

I agree to police the area at the conclusion of my course by securing cart doors with provided locks and making sure the laptop cart closet is properly closed and latched as to prevent vandalism.

I agree that the reservation to use the cart is limited to only the specific room at the specific times identified on the online form.

I agree to immediately notify the ISoE I.T. Department of any software/hardware issues that arise with the laptops or the cart during my reservation time.

I recognize that I am responsible for the use of the laptops and cart during my reservation. I agree to pay the costs of repair and/or replacement for any physical damages or material losses that might occur as a result of the activities in the classroom whether they are incidental, accidental, or intentional.