

Laptop # _____ Date Due Back _____ Init. _____
Date Returned _____ Init. _____

Please read in its entirety
NMHU PURPLE PUB COMPUTER LAB
Laptop Rental Policies & Procedures

Eligibility

- « Currently registered main campus students may check out a laptop.
- « All users must sign a laptop agreement form.
- « User check-out privileges will be revoked if agreement provisions are not followed or if user provides false information.
- « A valid driver's license or valid credit card must be provided as collateral during check out period. (*International students are required to leave their passport.*)

Responsibilities

- « Keep the laptop away from water/liquids and humidity.
- « Do not attempt to install or remove programs and/or settings.
- « If an accident occurs with the laptop, do not attempt to fix it. Notify the Lab and bring back immediately.
- « Requests for check-out must be made at least 24 hours in advance.

Policies

- « **Check out is handled on a first-come, first-served basis.**
- « **All data on the laptop will be erased upon return. IF YOU DO NOT SAVE YOUR DATA BEFORE RETURNING, YOU WILL LOSE YOUR DATA!**
- « **User is responsible for any damage of equipment and/or components.**
- « **Students may check out only one laptop at a time. Students may check out a laptop for a period not to exceed five (5) days.**
- « **While every effort will be made to ensure that your laptop is in good working order, if you should encounter a problem, please notify the lab immediately so that you will not be charged for any damage(s).**
- « **Daily Check out/Weekend Check out options.**
- « **A \$20 late fee will be assessed to a student's account for every day that the laptop is late.**
- « **If after seven days, should the laptop not be returned as agreed, a replacement cost of \$2,000 will be assessed. Additionally, holds will be placed on transcripts and future registration(s) until the matter is resolved. Students who do not comply with this return policy will be considered to have unauthorized possession of State of NM property. Violators will be reported to the appropriate law enforcement agency and charged accordingly.**

#####

STUDENT LAPTOP RENTAL AGREEMENT
NEW MEXICO HIGHLANDS UNIVERSITY
PURPLE PUB COMPUTER LAB – (505)426-2005

IT IS YOUR RESPONSIBILITY TO KNOW WHEN THE LAPTOP IS DUE BACK.

A repair cost will be charged for damaged property. Violators will be reported to appropriate authorities and charged accordingly. Violators will be prosecuted!

By accepting possession of the laptop and its components, and upon my signature below, I agree to the following:

- *Throughout the duration of this agreement, I shall use the computer and its software only in connection with my attendance at New Mexico Highlands University.
- *I shall not permit any other persons to possess or use the computer or its software.

- *I shall adhere to NMHU's rules and regulations governing the use of the laptop.
- *I am responsible for any damage to the laptop and its software. Repairs to the computer will be at the college's expense when normal wear and tear is involved. If the Lab Tech determines that the computer has been abused in any manner (dropping, insertion of foreign objects inserted in disk drive or keyboard, etc.) the student is liable to NMHU for the full cost of repairs or replacement, whichever is less. The student is also liable for the value of the computer if it is lost or stolen while in their possession.
- *On due date, I must return the laptop/software and all components to NMHU in the same condition as was checked out.
- * I agree to accept the computer and software "AS IS".
- *NMHU HEREBY DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTY RELATING TO THE COMPUTER AND THE SOFTWARE OF MERCHANT ABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
- *In no event shall NMHU be liable to me or my guardian, personal representative, or heirs for any incidental special, indirect or consequential damage of whatever nature arising out of any claim, whether in contract, tort or otherwise, alleging NMHU's failure to perform its obligations under this agreement or its breach of duty, common law or otherwise, owed to me.**

LAPTOP RENTAL COMPONENTS

LAPTOP NUMBER _____

_____ Laptop and Software

_____ Bag

_____ Power Cord

Additional Accessories:

_____ Cable

_____ Other (please specify) _____

PRINT STUDENT NAME _____ STUDENT ID NO. _____

Local Address _____

Phone No. _____

My signature below indicates that I accept the terms and conditions outlined above.

SIGNATURE _____ DATE _____

LAPTOPS NOW AVAILABLE **FOR STUDENT CHECK OUT!**

**Please see Shaun Alarid, Computer Lab Tech –
Purple Pub Computer Lab**

Or

**Margaret Gonzales, Campus Life & Conferences
Director**

For more information!

