

CCUWBee Research Initiative Equipment Check-out

The following Terms of Use apply when you use this service. Before signing, please review the following terms carefully. Users will receive a confirmation of signature and a copy of the Terms of Use via the email address provided by the user. By accessing or using this service, you signify your agreement to these Terms of Use. If you do not agree to these Terms of Use, you may not access or use this service. The CCUWBee Research Initiative reserves the right to modify these Terms of Use as needed and will notify all users should changes be made.

ABOUT THE SERVICE

The CCUWBee Research Initiative Equipment Check-out Service allows you to check out state-owned equipment for university research use for a set amount of time, free of charge.

REGISTRATION; RULES FOR USER CONDUCT AND USE OF THE SERVICE

You must be a current UW Bothell/Cascadia College student, faculty, or staff member to register for and utilize this service, and must be actively performing research under the CCUWBee Research Initiative during your time of rental.

All users must come in person to the UW Bothell Sustainability Office to check out equipment. Your valid Husky/Kodiak I.D. card is required to check out equipment. You may not check out equipment using another person's I.D. card.

Prior to using this service, all users must have read, signed, and submitted the Equipment Check-out Terms of Use Agreement (this document) to the UW Bothell Sustainability Office.

As the equipment circulated by the CCUWBee Research Initiative is purchased with state funds, it is only authorized to be used for official university work as well as for university academic use. No personal use is authorized.

USE RESTRICTIONS

Your permission to use this service is conditioned upon the following Use and Conduct Restrictions.

You agree that you will not under any circumstances:

- Provide false or inaccurate information when registering an account.
- Loan out the equipment to another person; if another person uses your equipment, you agree that you accept financial responsibility for any loss, theft, or damage by negligence.

You agree that you will:

- Provide the UW Bothell Sustainability Office with updated account information as soon as a change has occurred (for example, a change in email address should be immediately reported to the UW Bothell Sustainability Office).
- Inspect all equipment at the time of check out and report any defects or missing pieces you find to the UW Bothell Sustainability Office prior to completing your check-out.
- Upon check in, you will be liable for any damage or missing pieces not reported at time of check out.
- Report any and all damage that may have incurred while in your possession upon return of the equipment.
- Return equipment to the UW Bothell Sustainability Office in person, with all included accessories, before closing on the due date. Equipment will not be accepted without all of its accessories.
- Equipment returned by someone other than you may not be accepted as this violates the Terms of Use.
- Equipment cannot be mailed to the UW Bothell Sustainability Office.
- Please email the Sustainability Office to schedule an appointment for check-out. Our hours are Monday – Friday 8:00-4:30pm.
- Renewal requests must be made in-person at the UW Bothell Sustainability Office, and are contingent upon an equipment inspection, and based on need. We are unable to process renewal requests via email.
- Once equipment has become overdue, it will no longer be eligible to be renewed and must be returned immediately.
- Return all equipment before closing on the last Friday of each academic quarter. If equipment is needed during breaks, please request that 7 days before your due date.

USER FINANCIAL RESPONSIBILITY

You are financially responsible for all fines assessed by the CCUWBee Research Initiative up to the total replacement value of the equipment. Fines can incur when the equipment has:

- Become overdue
- Been damaged
- Been stolen
- Been lost

You acknowledge that up-to-date and detailed information regarding user financial responsibility (including current equipment replacement fees) can be found on the CCUWBee Equipment Check-out [website](#).

By signing the Circulating Equipment Terms of Use Agreement, I agree that I have thoroughly read and understand the Terms of Use described. I agree to abide by these Terms of Use throughout the duration of my use of this service.