

# VR Headset User Loan Declaration

## User Information

Full Name

Email Address

Department / Affiliation

Phone Number

## Loan Details

Device (Model/ID)

Loan Period (From / To)

Purpose of Use

## Declaration

I hereby acknowledge receipt of the above VR headset and agree to:

- Take full responsibility for the care and safe return of the device and accessories.
- Immediately report any loss, theft, or damage.
- Use the equipment for the intended purpose and not transfer it to another person.
- Return the equipment by the agreed date, in the same condition as loaned (excluding fair wear and tear).

I understand that failure to comply may result in disciplinary action and/or recovery of replacement costs.

User Signature

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Date

Staff/Authorizer Signature

Date