

**Guidelines For Borrowing Assistive Technology (AT)**

- A. The borrower must be a resident of Maine and the equipment must remain in Maine during the period of the loan.
- B. The borrower is responsible for the cost of acquiring and returning the equipment. Equipment may be picked up at Pine Tree Society or shipped via Fed Ex.
- C. The standard loan period is two weeks, defined as the day borrowed to the same day of the week two weeks later.
- D. A maximum of two devices and/or software may be borrowed at one time. However, combinations of devices may be treated as a single device if the components are interdependent.
- E. The loaned equipment remains the property of Pine Tree Society and must be returned promptly to Communication Pathways in the condition in which it was borrowed.
- F. The borrowed equipment must be used in a careful and responsible manner. It must be protected from damage or loss while in the borrower's custody. The borrower shall use the loaned property only in accordance with the directions of the manufacturer. In the event of any failure, damage, or loss, the borrower will notify Communication Pathways immediately, take all steps to avoid further loss, and comply with Communication Pathways instructions regarding repair or disposition. If the Communication Pathways staff determines that damage is incurred as the result of negligent use, the borrower may be responsible for the cost of the replacement.
  - In case of theft the borrower will not be held responsible as long as the borrower immediately notifies the police and Communication Pathways. The borrower must provide a copy of the police report to Communication Pathways
- G. The borrowed equipment may not be loaned, sold, or otherwise disposed of, or used by other persons than the borrower/intended user(s).
- H. The borrower will notify Pine Tree Society of any change of address or contact information.
- I. Failure to comply with the terms of this agreement may prevent future eligibility for assistive technology equipment loans.
- J. Pine Tree Society shall not be liable for any claims, injuries, liabilities, damages, losses, costs, expenses (including but not limited to settlements, judgments, court costs and reasonable attorney's fees) fines and penalties, arising out of the use of a device borrowed and on loan.