**Education Services**

Glasgow City Council

Technician Support Service

C/o Glasgow Gaelic School

147 Berkeley Street

Glasgow G3 7HP

**Phone 0141 276 8550**

E mail:admin@tss.ea.glasgow.sch.uk

**Service Manager**

**Neill Sproull**



**Executive Director**

Maureen McKenna

# LOAN REQUEST SHEET: ESTABLISHMENT COPY

|  |  |
| --- | --- |
| **Requested by:**  | **Designation:** |
| **Contact if different****from above:**  | **Designation:** |
| **Establishment Name:** **Address:**  | **Department:** |
| **Application Date:** |
| **Phone: 0141** |
| **FAX:**  |
| **E Mail Contact:** ***N.B. this is essential for TSS to contact the relevant staff when organising the loan / equipment.*** |
| Equipment Requested  |
| **Start Date :**  | **Return Date :**  |
| **Centre Delivery**  | **Personal Uplift Yes** |
| **Special Instructions**  |

**Conditions of Loan**

1. The centre require a minimum of 7 days notice for transport, or 48 hours for uplifted equipment.

1. Any damage or malfunction of the equipment should be reported to the centre immediately.
2. Any shortages should be reported to the centre immediately.
3. The equipment must be made available for collection from the beginning of the return date specified above.
4. The borrowers shall not alter or modify the equipment or accessories in any way.
5. Any loss or damage shall be met in full by the establishment.

NOTE: ALL LOANS ARE SUBJECT TO THE AVAILABILITY OF THE EQUIPMENT.

PLEASE PRINT AND RETAIN THIS FORM FOR YOUR RECORDS