

Submitted on: / /

Center Director	Responsible Faculty Member	Administrative Officer	Administrative Officer

Open Facility Center Equipment and Supplies Loan Application Form

Fujita Health University

To the Director of the Open Facility Center

I hereby notify that I will borrow equipment and supplies from the Open Facility Center for research and experimentation.

Furthermore, should any issues such as malfunction or damage occur during the loan of the equipment and supplies, the person responsible for the loan or the course director will bear all responsibility.

Loan Responsible Person	Personnel Number			Furigana		
	Affiliation/ Job Title			Name		Seal
	Telephone (extension)			e-mail		@
Course Director	Affiliation/ Job Title			Name		Seal
Borrowed Equipment/ Supplies	Equipment name			Supply Number		
					Installation Location within the Center	
Reason for Borrowing						
Borrowing Period <small>(Declaration required for each loan)</small>	/	/	to		/	/
	(Year)	(Month)	(Day)		(Year)	(Month) (Day)
Location <small>(As long as the Borrowing Period)</small>						
Remarks						

Note 1) The equipment and supplies eligible for borrowing must be easily movable and not require any special power supply or other preparations.

Note 2) Prior to borrowing, arrange a meeting with the faculty or staff member responsible for the equipment.

Note 3) Consider other users of the equipment and plan your experiments to minimize the loan period as much as possible, and strictly adhere to the agreed loan period.