WLH Technology Closet Check-Out Agreement

Wichita's Littlest Heroes knows that technology is changing the world - in many ways for the better!

Our staff saw the need within our families to use electronic devices for many different purposes. We have sensory Heroes who communicate fully by technology and others who are able to interact with technology in ways they cannot interact with the physical world because of their life threatening diagnosis. In some cases, families cannot afford these technology devices. Some families need an extra line of communication when in the midst of long hospital stays, keeping up with their schoolwork or Make-A-Wish trips. Devices can also be an extra resource to find more resources for their own family!

As a part of our mission at Wichita's Littlest Heroes, we want to fill these gaps!

Please read the following agreement carefully. Check-out may not be completed without agreeing to follow WLH Technology Closet Check-Out policy. Written agreement may be made by a dated signature at the end of this document by a WLH representative and a guardian in the Hero household acquiring the device(s). Equipment may only be used by IMMEDIATE WLH affiliated families. Available equipment includes: tablets, tablet/keyboard devices, laptops.

The following areas are covered by the Policy:

Check-Outs

- **Most equipment can be checked out for a period of 2 weeks, special exceptions can be made at discretion of WLH staff in evaluation of the specific need.**
- **All equipment that is checked out should be thoroughly inspected for damage and/or missing parts and accessories. Notify the WLH Representative if there is a problem with your equipment before you leave the office.**
- **Check to make sure that your equipment is working properly before you leave the office.**
- **When checking out equipment, pay close attention to the return time. The return time is recorded on this agreement. It is your responsibility to know when your equipment is due and to return it on time!!**

Renewals

- To renew a piece of equipment that you have checked out, reach out to WLH before the initial return date. Renewal will be determined by current needs and closet availability.

Returns

- Equipment is expected to be returned in the same condition it was checked out in. This means: all equipment should be returned in its case and with all accessories, in neat and proper order, all cables should be coiled and tied. Before returning to the office, please complete a factory reset on device(s). This will ensure information is safely erased, ensure no passwords are set, and allow the next family to fit the device(s) to their needs.
- You are responsible for the equipment you have checked out. If a piece of equipment is stolen, lost, or returned damaged, broken, or with missing parts, you will be held financially liable and will be billed accordingly.
- You remain responsible for a piece of equipment until it is returned to WLH. Never lend your equipment to anyone else. You will be held liable for any damage or problems that are incurred.

Late Equipment and Fines

- If equipment is returned late, you will be required to pay a fine before you can reserve or check out anything else. The amount of the fine is $10.00.
- Returning equipment late doesn't only damage your wallet, it causes a great inconvenience to other families who may be in need of devices. If you know that you are going to be late due to circumstances that are beyond your control, please contact the office by email at office@wichitaslittlestheroes.com or call the office at 316-364-3354.

Malfunctions or Broken Equipment

- Let WLH know as soon as possible!! The sooner we know about broken or malfunctioning equipment, the sooner we can get it fixed.
- Willful and deliberate abuse will always incur a charge at full replacement value, regardless of the age or condition of the damaged equipment.
- It is also grounds for full loss of checkout privileges.

CHECK OUT INFORMATION

CHECKOUT DATE: _____/_____/_____ **RETURN DATE: _____/_____/_____**

Item(s): _____

_____ **_____**

Hero Family Representative Name (PRINTED) **Hero Family Representative Name (SIGNED)**

_____ **_____**

WLH Representative Name (PRINTED) **WLH Representative Name (SIGNED)**