

Washington State Labor Education and Research Center
Interpretive equipment checkout

Date of equipment checkout ____/____/____

Organization Name _____

Person Checking out Equipment _____

WA Labor Ed Center Rep assisting _____

☐

Check to accept correct listed count & type of equipment below:

____ Transmitters
____ Transmitter mic headsets
____ Receiver
____ Earbuds for receivers
____ Case (s)

☐

Check to accept responsibility for lost, stolen or destroyed equipment

I am borrowing this equipment on behalf of: _____

I understand that our organization will be responsible for reimbursing the Labor Center for lost, stolen, or destroyed equipment. (See pricing below)

I will return the equipment in good condition by the following date ____/____/____

Signature of Authorized Organization Representative _____

Organization Contact Phone # _____

Organization Address _____

Driver's License # if needed _____

Credit Card Type and # _____/_____/_____/_____

Replacement Costs for Lost, Stolen or Destroyed Equipment

Each Receiver	\$ 175.00
Each Transmitter	\$ 569.00
Each Receiver Ear Headset	\$ 25.00
Each Transmitter Headset with Mic	\$ 75.00
Each Case	\$ 300.00

Interpretive Equipment Loan Bank

The Labor Center is committed to the pursuit of language justice within our work and our movement. We have added interpretive equipment to our library, available for loan to our community, in order to make using such equipment affordable for the labor and community organizations we serve.

Please fill out the checkout form before taking equipment out of the office. We require that one person be responsible for inventory of the equipment leaving our office, and for ensuring that equipment comes back to us, inventoried and in good working order.

We also request that the borrowers accept responsibility for loss, theft or damage to the borrowed equipment (beyond normal wear and tear.)

For more information on Language Justice initiatives in our state, consult the Washington State Immigrant and Work Justice Toolkit:

<https://www.wslc.org/immigrant-toolkit/>

Particularly the section on Language Access

Of course, please make a copy of the checkout form for your own records, as well.

And we would love to hear how you used this equipment!