

An External Request for Equipment (EQ11) form is to be completed when loaning Department of Education, Training and the Arts equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises. This may include, loan laptops, cameras, film equipment, music equipment, iPADS and accessories.

Prior to loaning equipment, students are issued with the EQ11 form detailing the specific individual item/s borrowed. This form is required to be signed by the parent/guardian and student and returned to the campus prior to the loan of the equipment.

The EQ11 form indemnifies Education Queensland against financial cost for loss or damage of the loaned equipment and by signing the form, Parents/Guardians agree to replace the lost or damaged item/s. The Education Department does not provide insurance for loss or damage of school equipment.

Fair wear and tear excepted, and for the duration of the loan, Parents/Guardians agree to indemnify the Department of Education against loss or damage from any cause whatsoever, to the equipment detailed on the form and, in the event of damage to restore and deliver such equipment to the Department of Education, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.