



Occasionally SFDA property may be loaned to various community organizations in support of projects of benefit to the South Florida community or other scholarly activities. Any personnel requesting equipment loans must complete this form.

I hereby acknowledge receipt on loan of twenty (20) laptop computer (the "equipment") beginning on December 15, 2017, from the South Florida Digital Alliance (SFDA) to be used in support of projects directly benefiting the South Florida Community or other scholarly activities. In consideration thereof this loan, I agree that:

I have inspected the item and it appears to be in working order;

- a) The equipment borrowed will be used by EcoTech Visions Foundation, Inc. for a City of Miami Beach Digital Citizens Coding Bootcamp for residents and business owners in Miami Beach;
- b) I undertake to return the equipment borrowed on or before the **March 23,, 2018** but also agree that the equipment borrowed may be requested to be returned early;
- c) I accept full responsibility for the transport both from and to the **SFDA** of the equipment borrowed and agree that the **SFDA** is not responsible for this;
- d) I shall immediately advise the person in charge of the equipment at the SFDA when I become aware of any damage to or loss of the item or any part of it.
- e) If the period of the loan extends beyond six months, either within this initial agreement or subsequent extensions, I shall make the equipment available, in a manner as directed by the SFDA and at intervals of not more than six months, to a member of the SFDA to check the existence and condition of the items;
- f) I will use the equipment only for projects directly benefiting the South Florida Community or other scholarly activities,
- g) I agree to accept complete responsibility of the item until it is returned.

Equipment loaned by the SFDA includes:

(20) Dell E6410 Laptops with (20) power chargers.

Organization: City of Miami Beach

Contact Name – Jimmy Morales, City Manager

Contact Address – 1700 Convention Center Drive Miami Beach, FL 33139

Contact Email – leslierosenfeld@miamibeachfl.gov

Contact Phone Number - (305) 673-7000 ext. 6923

Other information:

Today's date: _____ 12/8/2017 _____

Anticipated return date: _____ 3/23/2017 _____

Authorized signature from borrowing organization: _____

Printed name of borrower: Jimmy Morales **Phone: number:** (305) 673-7010 9

Description of project or scholarly activity requiring the equipment loan:

Digital Citizens Bootcamp Jan. 22 – March 19, 2018

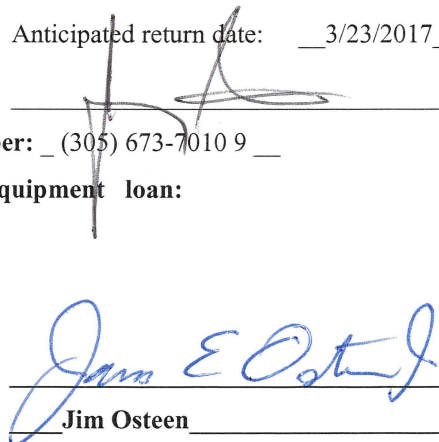
Signature of SFDA Executive Director: _____

Loaned out by SFDA staff name: _____

Returned equipment received by SFDA staff name: _____

of equipment returned: _____

Date equipment returned: _____



Jim Osteen

APPROVED AS TO
FORM & LANGUAGE
& FOR EXECUTION