



Agreement for borrowing the *Jigsaw* Equipment Resource

I, _____, the named representative of
_____ (*society name*) will be the person
responsible for borrowing the Jigsaw equipment and ensuring it is well looked after.

My society will be borrowing the following equipment:

from this date: _____ till this date: _____.

- I have agreed with the Jigsaw Officers that I will collect this equipment from the Jigsaw Bar Hill Office / Bourn Store (*delete as appropriate*), and will return it to the Jigsaw Bar Hill Office / Bourn Store (*delete as appropriate*).
- I have read the *Guide to Borrowing the Jigsaw Equipment Resource* and agree to abide by its principles. I am aware that my society may be required to pay for damages or losses or replace in kind, or in exceptional circumstances to pay the minimum excess on Oxford Archaeology's insurance (£500).
- I enclose my Risk Assessment for the work involving the Jigsaw Equipment Resource.

Signed: _____ on behalf of (*society name*): _____ Date: _____

Countersigned: _____ (*Jigsaw Officer*) Date: _____

Returned on this date: _____ Signed: _____

Countersigned: _____ (*Jigsaw Officer*)