



Forest Stewards Guild
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HEPA Air Filter Check-Out Contract

The Forest Stewards Guild (FSG) and the City of Santa Fe are pleased to offer community members free access to HEPA Filters to mitigate the effects of wildfire smoke. By signing and providing the information below, you help us to keep track of all our filters so we are able to offer them to other community members in the future.

Name (please print) _____

Phone _____

Email _____

Address _____

Filter number being checked out _____

FSG staff member checking out equipment _____

Condition of equipment at time of checkout _____

Deposit amount received _____ Date checked out _____ Date due back _____

It is very important that you return it by the due date!

As a community member checking out equipment from the Forest Stewards Guild, I agree to: use the equipment with care, read and refer to the owner's manual, return the equipment by the due date specified above, release FSG from any liability in case of injury to person or property and pay for any necessary replacement or repair of equipment that is caused by negligence on my part.

Signature of community member _____ Date _____

Signature of staff member checking out equipment _____ Date _____

Staff use only

Date checked back in _____
Staff member checking in _____
Condition of equipment at time of check-in? _____
Amount paid (if applicable) _____ Cash or Check (circle one)
Deposit returned (if applicable) _____