



## APPLICATION FOR LOAN OF A PERSONAL COMPUTER

- 1 I wish to apply to loan a PC from Carers Together (CLICK).
- 2 I have read and understand the contents of the CLICK Information Sheet dated June 2004
- 3 If I am accepted for a loan PC, I will both arrange and be responsible for the following:
  - Telephone - a double socket or adaptor for the telephone line, or a separate telephone line, for the computer to be supplied near to the position of the PC.
  - An appropriate desk or table to hold the equipment
  - Power - supply a minimum of 3 power points (or an adaptor to take PC, printer, speakers) within easy reach of the position where the PC is to be installed.
  - A surge protector will also be available.
- 4 I understand the following conditions will apply while I have a PC on loan:
  - General cost of use, maintenance, overheads and damage repairs to the equipment supplied to be the responsibility of the user.
  - The equipment to be kept in good condition and to be left in its original condition, or to include only those changes agreed by Carers Together in writing during the lease period.
  - No hardware or software changes to take place without the knowledge and written agreement of CLICK in writing prior to the work being undertaken.
  - The PC to be made available for inspection on request by CLICK IT support twice per year normally, at approximately six month intervals
  - Maintenance and safety of the equipment on lease to be the responsibility of the user, together with annual arrangements for appropriate checking by electrical professionals to minimise the risk of fire or damage.
  - The user to arrange appropriate insurance to cover health and safety, burglary, theft or malicious damage to the equipment.
  - Appropriate fire equipment to be supplied and maintained by the user.
  - Norton Antivirus Protection to be regularly updated and the user to pay the annual subscription when it is due (less than £20 per year)
- 5 I understand the equipment to be made available is normally as follows:  
PC with appropriate software normally including: Windows 98 (or similar), Office 97 (or similar), Adobe Acrobat Reader, Norton Antivirus, Keyboard, Monitor, Speakers and sound card if available for the PC, Modem, Mouse and Printer

- 6 I understand that connection to an approved ISP and an email address will be arranged by CT prior to delivery
- 7 I declare that on receipt of the PC with a link to an Internet Service Provider, I will join the CLICK Group, and agree as follows:
  - To take part regularly including at least monthly on line
  - To attend at least one meeting per year during the period in which I have the loan of the PC
  - To return the PC if I leave the project.
  - To keep the necessary records to enable monitoring of the project to take place and understand that failure to do this may jeopardise the whole support group.
- 8 I understand the loan will only apply during the time I am a hands-on carer and keep to the conditions of membership. I agree to complete and sign a contract on receipt of a PC on loan.

Signed

Date

Print Name

Address where PC to be kept during the loan period

Please send the completed form to the address below  
Carers Together  
Unit D6 The Premier Centre  
Premier Way  
Romsey Hampshire SO51 9DG  
Telephone: 01794 519495 Fax: 01794 519895