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Ohio Valley Employment Resource
PO Box 181
Marietta, OH 45750
www.OMJ15.com



EQUIPMENT AGREEMENT
VR Headsets

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person/Phone: \_\_\_\_\_/\_\_\_\_\_

# of VR Headsets Requested \_\_\_\_\_

Date(s) Equipment Needed: \_\_\_\_\_ Date Equipment to be Returned: \_\_\_\_\_

The equipment listed above was made possible through your local Workforce Area provided by Ohio Valley Employment Resource (OVER). This equipment is on loan to you and under your care for the date(s) listed above and should be returned in the case and in the same working condition as it was received.

If loss/damage occurs to the case, equipment, or cords provided to make the equipment operational, it will be the responsibility of the company listed above to notify, Janell Comstock at 740-516-2679 immediately. Arrangements will be made between the company and OVER to replace &/or return the equipment, case, and contents to their original working condition. Use and Care sheet provided for all VR Equipment.

I, \_\_\_\_\_, agree to the above terms of this agreement and will return equipment by date above and in working condition. If something were to happen during the time it is in my possession, arrangements will be made to replace or return equipment, case, and contents to its original working condition.

Signature

Date

Contact Janell at 740-516-2679 for questions.

Submit signed agreement to janell@omj15.com.







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## VR Headset Use and Care Sheet

### Cleaning the Oculus Headset:

#### *To clean the headset lenses or sensor lenses:*

- Use a dry optical lens micro-fiber cloth to clean the lenses.
- Do not use liquid or chemical cleansers.
- Starting from the center of the lens, gently wipe the lens in a circular motion moving outwards.

#### *To clean the VR Covers and Controllers:*

- Use non-abrasive anti-bacterial wipes to clean the surfaces and buttons of the headset and controllers.
- Clean after each use

### Storing the Oculus Headset:

#### *Headset Placement When Not in Use*

- Keep the headset away from direct sunlight to avoid damage to the optics and display.
- Do not leave headset in extremely hot locations (ex: inside a hot car), near heat sources (ex: furnace, stove), near pets or small children unsupervised.
- Keep headset securely locked up between uses.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

