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**Office of Student Life**

**Equipment Check-out Form**

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| --- | --- |
| Today’s Date:  |       |
|  |  |

Equipment being requested:

[ ]  **Popcorn Machine** (includes supplies)

\*No charge – department/club responsible for cleaning equipment before return. If not properly cleaned, the department/club will have opportunity to clean. If returned unclean a second time, department club will lose check-out privilege for one year.

[ ]  **Gas Grill –** Department/club responsible for providing their own propane.

\* Department/club responsible for cleaning equipment before return. If not properly cleaned, the department/club will have opportunity to clean. If returned unclean a second time, department/club will lose check-out privilege indefinitely.

**Contact information for person checking out equipment:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Dept./organization: |       |
| Budget code to be charged for damaged supplies: |        |
| Campus phone: |       | Cell phone: |       |
| Date of event: |       | Time of event: |       [ ] am [ ] pm | until |       [ ] am [ ] pm |

Description of event:

|  |
| --- |
|       |

**TO BE COMPLETED BY OFFICE OF STUDENT ACTIVITIES:**

Supplies provided:

Date & Time of Check-out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial: \_\_\_\_\_\_\_\_\_\_\_\_

Equipment due back on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Time of Equipment return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial: \_\_\_\_\_\_\_\_\_\_\_\_

By signing below, I understand and agree that my department/organization will be held financially responsible for any misuse of, damage to, or loss of equipment. I agree to return equipment to the Office of Student Life in the same condition in which it was checked out to me. I acknowledge that misuse of or carelessness with equipment may prohibit a group’s use in the future.

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Signature of Organization Advisor/Dept. Employee Date

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Michael Dailey, Program Manager - Student Life Date