****

**Office of Student Life**

**Equipment Check-out Form**

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

Equipment being requested:  **Popcorn Machine** - $5.00 for each 2-hour block (includes supplies)

**Sound System** - $10 per hour for Sound Technician (including set-up/breakdown).

**Portable Karaoke Machine & CDs** – no charge, except in case of damage/loss

**Digital Camera** – no charge; only available for check-out for 24 hours at a time

**Loco the Squirrel Costume** – please complete costume request form.

**Gas Grill –** $5.00 for each 2-hour block (to cover the cost of propane)

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | Dept/organization: | | |  | | | |
| Budget code to be charged for 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. For equipment such as the popcorn machine, I understand that this includes the cleaning of the machine after its use by my department/organization, and acknowledge that we may be charged for cleaning if necessary. Misuse of or carelessness with equipment may prohibit a group’s use in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joseph Maurer, Program Manager - Student Life Date