

Office of Student Life
Equipment Check-Out Form

Name of Club/Organization _____

Person responsible for equipment: _____ Phone number: _____

Date equipment needed: _____ Date to be returned: _____

Equipment needed:

Tent 0 of 3

Special instructions: requires 4 people to set it up.

Replacement cost: \$200.

Table Cloths 0 of 10 Round

Table Cloths 0 of 20 Rectangle

Replacement Cost: \$5.00 ea. Special Instructions:

Table Clothes must be washed, bleached and folded upon return.

Popcorn Machine (Must provide own oil, popcorn, salt, containers)

Replacement Cost: \$1,000.00

Cooler – small

Replacement Cost: \$60

Cooler – large

Replacement Cost: \$100

Acrylic Sign Holders 0 of 10

Replacement Cost: \$7.50

Snow Cone Machine

Special instructions: requires a power source and extension cord; need to provide ice, cups, and syrups.

Replacement cost: \$500

Arrow Signs 0 of 2

Replacement Cost: \$50 ea.

A Frame Signs 0 of 6

Replacement Cost: \$100 ea.

White Board Markers

Replacement Cost: \$2.00 per marker

Easel/White Board

Replacement Cost: \$100

Advisors: Please sign below to indicate your acceptance of this policy:

I understand that all equipment must be returned on time and in the same condition it was received. If the OSL determines that the item needs to be repaired or replaced, my club/organization is responsible for payment/transfer of funds of the amount of the replacement cost stated above to the OSL. If the club/organization account does not have sufficient funds, it will be taken from the next year's budget.

Advisor Printed name

Advisor Signature

Date

OSL Staff Use:

Equipment Checked out: _____

Date checked out: _____

Date returned: _____

Condition at return: **Same** _____

Repair/Replacement charge: **\$0.00** _____