Name of Organization: ____________________________________________

Event Title: ____________________________________________________

Event Location: ________________________________________________

Event Date: ____________________________________________________

Date items will be returned on: ________________________________

Please list the Equipment you will be borrowing:

• _____________________________________________________________
• _____________________________________________________________
• _____________________________________________________________

Note: You are responsible for returning the equipment in the condition in which you received it. Any damages or lost items you will be responsible for replacing or refunding.

Borrower Signature: ___________________________________________

Advisor Signature: _____________________________________________

Signed out by: ________________________________________________ (Director of Internal Affairs)

Date Returned: _________________________________________________

Condition of items: _____________________________________________