



## Residential Community Association

### Equipment Request Form

All equipment requests must be filled out and returned to RCA for review by the executive board a minimum of 2 weeks prior to the date it is being requested for. Fill out the form completely and accurately. The organization that is requesting to use any equipment is responsible for finding a time to get the equipment, cleaning the equipment, and retuning it. If equipment that needs cleaned is returned dirty, the borrowing organization is subject to a nonrefundable fee of \$35. The organization borrowing the equipment is responsible for any damages that happen while it is under their care and pieces that are lost, and is responsible for any repairs or replacement needed. It is likely that any future requests will then be denied.

**Date form is turned in:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Event Title:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Requested Check-out Date:** \_\_\_\_\_

**Requested Return Date:** \_\_\_\_\_

**Event Description and reason for Equipment:** \_\_\_\_\_

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

**Please list the equipment being requested (be as specific as possible; if more space needed attach separate sheet of paper):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The member listed here will be contacted upon a decision made by RCA for the request. At the time of this contact, this member will schedule a time with an RCA e-board member to check out and return the equipment. If this member fails to contact RCA to set up a time, or fails to meet at the set-up time, the request will be considered withdrawn and the equipment will not be loaned.

If this member does not meet at the set-up time to return the equipment, the organization is subject to a nonrefundable fee of \$35. If this member is not able to set up a time with an RCA e-board member due to conflicting schedules, they are able to pass the responsibility to another member, listed second on this form. In case of emergency, new arrangements can be made.

**Name of Member picking-up/ dropping off items:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number (including area code):** \_\_\_\_\_

**Preferred method of contact? Call / text / email / other:** \_\_\_\_\_

**Secondary Member:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number (including area code):** \_\_\_\_\_

**Preferred method of contact? Call / text / email / other:** \_\_\_\_\_

**Borrowing Organization's Advisor Signature:** \_\_\_\_\_

For RCA use only:

Date of Approval/Denial: \_\_\_\_\_

RCA Advisor Signature: \_\_\_\_\_

Date Signed out: \_\_\_\_\_

RCA e-board member signing out: \_\_\_\_\_

Noted pre-existing conditions: \_\_\_\_\_

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

Date Returned: \_\_\_\_\_

RCA e-board member receiving: \_\_\_\_\_

Noted new conditions: \_\_\_\_\_

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