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 returning 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this member fails to contact RCA to set up a time, or fails to meet at the set-up time, the request will be considered withdrawn and the equipment will not be loaned.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: _________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________