Student Activities Equipment Request Form

Requests will be accommodated on a first-come, first-served basis.

Requestor Name: ___________________________ Today’s Date: ________________

Dept. / Club: ____________________________________________________________________________________

Email: ________________________ Phone Number: ________________________________

Event Name: ______________________________________________________________________________________

Location: ______________________________ (first choice) ________________________________ (second, third choices)

Event Date: ___________________________ Expected Attendance: ________________

Event Start Time: ________________ am/pm Event End Time: ________________ am/pm

Equipment Pick-Up Date ___________________________ Time: ________________ am/pm

Equipment Drop-Off Date ___________________________ Time: ________________ am/pm

Description:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Equipment Usage Guidelines:

• At NO TIME should the equipment be taken off campus.
• All events where the equipment is in use should be approved by the Student Activities Office.
• Accidents do happen, so please be honest and let a Student Activities staff member know if anything happened to
  the equipment during your use; we will know how to best handle the situation once we know the details.
• You are responsible for arranging a time to pick-up and drop-off the equipment during normal office hours
  (9 am - 5 pm, Monday-Friday). You also must arrange for a safe place to store the items at your own peril.
• The individual checking out equipment is responsible for the safe keeping and complete return of all items.

Equipment:

- Button Maker
  - (100) 1 1/4” Buttons $24.95
  - (100) 2 1/4” Buttons $35.95
- Cooler(s) ______
- Extension Cord(s) ____#
- Power Strip(s) ____#
- Cotton Candy Machine
- Hula Hoops
- Board Game _____________

- Popcorn Machine & Supplies
  - $1.00 a bag.
- Portable Bose Speakers
- Sound System
  - comes with 2 speakers & iPod cable
  - Guitar Cables
  - Microphone
  - Microphone Cables
  - Microphone Stand
  - 50ft Speaker Cable

- String Lights (White/ Red)
- Flood Lights
- Other: ________________
- Other: ________________
- Other: ________________

For office use only:

Approved for Pick-Up Date/Time: ___________ am/pm □ Check In ______(Initials)

Approved for Drop-Off Date/Time: ___________ am/pm □ Check Out ______(Initials)