***SpartanCard Office***

NSU Police Department Suite 138

700 Park Avenue, Norfolk, Virginia 23504-8060

Tel: (757) 823-9479

Email: spartancard@nsu.edu

Web: <http://www.nsu.edu/spartancard>

SpartanCard Event Planning Agreement

Today’s Date:

|  |  |
| --- | --- |
| Department |  |
| Point of Contact |  |
| Phone |  |
| E-Mail Address |  |

## Event Details

|  |  |
| --- | --- |
| Name of Event |  |
| Location |  |
| Date of Event |  |
| Event Start Time |  |

Faculty/Staff  Student

Attendance  Allow Re-Entry Report Needed

Equipment Needed

What time will the SpartanCard Office be able to set up?

## Equipment Information

|  |  |
| --- | --- |
| Type (MF4100, iPod, etc.) |  |
| Quantity |  |
| NSU Tag Number(s) |  |
| Person Signing Out |  |
| Date Borrowed |  |
| Person Returning |  |
| Date Returned |  |
| Email for Report |  |

## Additional Event Details

|  |
| --- |
|  |

\*Please note that your department will be held responsible for any damaged or lost equipment. In order for a report to be provided in a timely manner all equipment must be returned.