



**NSU**  
NORFOLK STATE UNIVERSITY®

# Office of University Events

## Loan of Equipment Request Form

I hereby request the use of:

- Banner   
Flags   
Directional sign   
Logo Table Throws   
Other

Advisor/Faculty/Staff responsible for loaned equipment:

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

PHONE: (O) \_\_\_\_\_ (H) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Organization President/Department Head responsible for loaned equipment:

NAME: \_\_\_\_\_ PHONE: (O) \_\_\_\_\_ (H) \_\_\_\_\_

DATE EQUIPMENT TO BE LOANED OUT \_\_\_\_\_

DATE EQUIPMENT WILL BE RETURNED \_\_\_\_\_

Signature of Department Head \_\_\_\_\_

For office use only: Approved \_\_\_\_\_ Not Approved/Reason: \_\_\_\_\_ Initials: \_\_\_\_\_

**It is the responsibility of the person/department who signed equipment out to insure that the item(s) loaned out are returned in the same condition that they were in when initially loaned to them. Any costs for cleaning, replacement or repair of equipment that was damaged while on loan will be incurred by the person or department who signed out equipment.**

Office of Event Planning  
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