I/we request the use of the following items:

- Banner
- Directional Signage
- Flags (feather banners)
- NSU Branded table cloths (6-8’ tables)

Other: ________________________________

RESPONSIBLE PARTY FOR LOANED EQUIPMENT:

Name: _____________________________________________________________________________

Department/Organization: ____________________________________________________________

Phone: Office_____________________________ Mobile ______________________________

Email: _______________________________________________________________________________

Supervisor’s Name: __________________________________________________________________

Phone: Office __________________________________________________________________________ Mobile ______________________________

Date equipment is needed: ____________________ Date equipment will be returned: __________

By signing below we acknowledge that the information listed above is accurate. We agree to return the item(s) in the same condition as it was when initially loaned to us. We agree to pay for any items that are lost, stolen, or damaged while in our possession. We agree to incur any cleaning costs associated with the items loaned to us.

Signature of Responsible Party: ____________________________ Date: ______________

Signature of Supervisor: ________________________________ Date: ______________

For Office Use Only

Approved ___________ Not Approved/Reason ________________________________

Date Loaned: ________________________ Date Returned: ________________________

Signature of Events Staffperson: __________________________ Date: ______________