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.

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