

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 (Attending) ☐ Student (Attending) ☐ 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

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*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.