



# OFFICE OF UNIVERSITY EVENTS LOAN OF EQUIPMENT REQUEST FORM

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: \_\_\_\_\_

Office of University Events  
Harrison B. Wilson Hall, Suite 410  
Office: (757) 823-2987 Fax (757) 823-2405  
Email [events@nsu.edu](mailto:events@nsu.edu)