



Contact Information

Organization: _____

Name of Person Completing Form: _____

E-mail Address: _____ Phone Number: _____

President/ Chair: _____ Advisor: _____

Event Information

Event Title: _____

Description of Event: _____

Date(s): _____ Time: _____

Location: _____

What equipment are you borrowing, please check all that apply.

Popcorn Machine (Does not include kernels, oil, etc.)

Volleyball Net & Ball

Cornhole Set (Please indicate number of sets needed)

Stage Lights

DJ Equipment (Includes one powered speaker and iPod adapter)

Bingo Machine

Bingo Cards

Large Drink Containers (2 available)

Propane Gas Grille

Signatures

By signing this form the organization assumes full responsibility for equipment while in their position.

Organizer Signature

Date

Office of Student Activities Approval

Date

FOR OFFICE USE ONLY
Pick Up Date: _____ Time: _____
Drop Off Date: _____ Time: _____