Student Activities Equipment Rental Request

Please complete the following request form to reserve items from Student Activities and return to the Student Activities Office at least 3 days before your on campus event.

Date __________________________

Name ____________________________________________________________________________________

• Phone Number __________________________________________________________________________

• Email __________________________________________________________________________________

Event ____________________________________________________________________________________

Organization/Department____________________________________________________________________

Date(s) of Event/Use _________________________________________________________________________

Items Requested:

Tables (1-32): ____________________________________________________________________________

Chairs (1-60): _____________________________________________________________________________

Sign Boards (1-10): _________________________________________________________________________

***Please remove signs or posters before returning the sign boards.***

Water Coolers (1-5): ________________________________________________________________________

***Please only put water in the coolers!***

***Please return water coolers empty and dry.***

Please neatly return tables and chairs to the Student Activities bunker behind the Campus Center. The empty and dry water coolers and cleared sign boards can be returned to the Student Activities Office.

Rental:___________________________________

Return:___________________________________

Signature

Student Activities Signature

Date

Signature

Student Activities Signature

Date

*** Any misuse or disrespect of Student Activities equipment may result in the loss of the organization’s or department’s privilege to use the equipment in the future.