



UNIVERSITY OF SOUTHERN INDIANA
Equipment Loan Request Form

Please Print or Type

Office of Student Development ♦ 8600 University Boulevard, UC015 ♦ Evansville, Indiana 47712 ♦ (812)465-7167

Contact Information and Equipment Usage Description

Name _____ USI ID #: _____
Last First Middle

Present Address _____
Street City State Zip Code

Email Address _____ Phone Number _____

Status Faculty/Staff Student

Department/Student Organization requesting equipment _____ Fund/Org _____

State the name of the activity or purpose for the equipment loan _____

What is the location where this equipment will be used? _____

Date of the event? _____ Pick-up date and time _____ Return date and time _____

Equipment Selection

Select the equipment you need from the list below. Write the quantity needed of each piece of equipment in the space provided.

Electrical and Heavy Equipment:	Light Equipment:	Specialty Equipment:	Card and Board Games:
___ Digital Camera	___ Book ¹	___ Art Equipment ¹	___ Clue
___ Cotton Candy Machine [#]	___ Cash Box	___ Bingo Ball Cage	___ Dice
___ Extension Cord	___ Cooler, Large	___ Cone	___ Life
___ Karaoke Machine [#]	___ Cooler, Small	___ Funball	___ Mad Gab
___ Laptop Computer [#]	___ Crate	___ Game Buzzer Set	___ Phase 10
___ Popcorn Machine [#]	___ Easel	___ Hula-hoop	___ Playing Cards
___ Power Strip	___ Heavy Duty Tarp	___ Mini-golf Equipment ¹	___ Roulette Set
___ Push Cart	___ Office Equipment ¹	___ Plastic Bowling Set	___ Scattergories
___ Snow Cone Machine [#]	___ Signage ¹	___ Rope	___ Skip-Bo
___ Tent [#]	___ Spotlight, Small	___ Sponge and Bucket	___ Taboo
___ TV/VCR	___ Tablecloths (fitted 6' table)	___ Tiki Torch	___ Twister
___ Walkie-talkie [#]	___ Video ¹	___ Tug O' War Rope	___ Uno
	___ Other ¹		___ Who Wants to Be a Millionaire

NOTE: Student Development Programs or the Activities Programming Board reserves the right to refuse the loan of equipment for any reason.

- Training is required to borrow this equipment. 1 - Further explanation of requested equipment must be provided in the "Notes" section below.

Notes (Please give further information about the equipment you are requesting and how this equipment will be used): _____

Check-out	Check-In
<p>DO NOT SIGN HERE UNTIL YOU CHECK-OUT THE EQUIPMENT. I certify that I take full responsibility for care of the equipment I am requesting to borrow. If the equipment is lost or damaged while in my possession, I understand that my department or my student organization will be charged for repairing or replacing the equipment.</p> <p>Renter's Signature _____</p> <p>Date _____</p>	<p>DO NOT SIGN HERE UNTIL THE EQUIPMENT HAS BEEN INSPECTED. I certify that the equipment listed above has been returned to the Office of Student Development Programs in working condition. This equipment has been inspected by a staff member of the Office of Student Development Programs or the Activities Programming Board.</p> <p>Renter's Signature _____</p> <p>Date _____</p>
<p>STUDENT DEVELOPMENT PROGRAMS APPROVAL SDP Staff Member's Signature _____</p> <p>Date _____</p>	<p>STUDENT DEVELOPMENT PROGRAMS APPROVAL SDP Staff Member's Signature _____</p> <p>Date _____</p>
<p>ACTIVITIES PROGRAMMING BOARD APPROVAL APB Executive Board Member's Signature _____</p> <p>Date _____</p>	<p>ACTIVITIES PROGRAMMING BOARD APPROVAL APB Executive Board Member's Signature _____</p> <p>Date _____</p>