



Thurgood Marshall College - Equipment Rental Form



In order to use any equipment or supplies that is property of Thurgood Marshall College, you must be from a Marshall College student organization or a staff member of the college.

Your Name: _____ E-mail: _____
 Organization/Affiliation: _____ Phone: _____
 Event Name: _____
 Date(s) of Use: _____ Check-Out Date & Time: _____
 Check-In Date & Time: _____
 Name of Advisor/Supervisor: _____

Checkout Process

Equipment may be reserved and checked out with the Operations Specialist or the Student Affairs Program Assistant

- A. Complete and submit this form at least 2 business days prior to your event to the Operations Specialist or Student Affairs Program Assistant
- B. If this is a first use, the requestor is **REQUIRED** to go through a brief overview of procedures for the equipment being requested with a staff member
- C. Arrive to pick up the equipment/supplies on the date and time requested
- D. After using the equipment, clean it if necessary (wipe down tables, clean grills, etc.)
- E. After use, return items to their proper storage spaces
- F. Notify your advisor, Operations Specialist, or Program Assistant of any damage or maintenance needs.

Please indicate the item(s) you are requesting:

<input type="checkbox"/> A-Frames ___ Qty	<input type="checkbox"/> Projector	<input type="checkbox"/> If Other, please describe: _____ _____ _____ _____
<input type="checkbox"/> Camera*	<input type="checkbox"/> Sound System	
<input type="checkbox"/> Canopy	<input type="checkbox"/> Tables ___ Qty	
<input type="checkbox"/> Chairs ___ Qty	<input type="checkbox"/> Table Cloths ___ Q	
<input type="checkbox"/> Coolers ___ Qty		
<input type="checkbox"/> Mac Adapter		

I acknowledge that I have read the above guidelines and understand the responsibilities of using Thurgood Marshall equipment.
(Please note there may be a charge for damaged and/or lost items. Items not returned may lead to a violation of the Student Code of Conduct.)

Name (Printed): _____ PID: _____
 Signature: _____ Date: _____
 Approved By: _____ Date: _____

* photos taken at college events using the camera belong to the college and must be submitted to the Operations Specialist