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:

☐ A-Frames ___ Qty  ☐ Projector  ☐ If Other, please describe:
☐ Camera*  ☐ Sound System
☐ Canopy  ☐ Tables ___ Qty
☐ Chairs ___ Qty  ☐ Table Cloths ___ Qty
☐ Coolers ___ Qty
☐ 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