



### ASU Equipment Use Agreement

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Club Name or Department: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

By signing this agreement, I take full responsibility for any damage to the equipment I checked out. I understand I will be responsible to **PAY** for any damaged equipment. I will ensure the equipment is clean when returned and properly stored. I understand that **my club and/or department will not be able to check out items for the rest of the school year if damaged items are not replaced.**

- |   |  |
|---|--|
| <input type="checkbox"/> Canopy qty. __ (ASU logo)<br>(10x10) (15x15)     | <input type="checkbox"/> PA system                       |
| <input type="checkbox"/> Large Outdoor Games _____                        | <input type="checkbox"/> Sandwich board qty. _____       |
| <input type="checkbox"/> Coffee Urn (100 cups or 30 cups)                 | <input type="checkbox"/> Wooden Posts qty. _____(yellow) |
| <input type="checkbox"/> Feather Flags qty. __ (ASU logo)                 | <input type="checkbox"/> Megaphone qty. _____            |
| <input type="checkbox"/> Hand Truck/Cart (dolly)                          | <input type="checkbox"/> JBL Speaker                     |
| <input type="checkbox"/> Mascot Costume (Liam the Lion)                   | <input type="checkbox"/> Projector/Screen                |
| <input type="checkbox"/> Other Office Supply (tape, scissors, etc.) _____ |  |

Name of person responsible for item (s): \_\_\_\_\_

Student ID/Staff Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Club Advisor/Staff Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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#### Office Use Only

Check-Out Date: \_\_\_/\_\_\_/\_\_\_ Check-Out Time: \_\_\_\_\_ Staff Name: \_\_\_\_\_

Return Date: \_\_\_/\_\_\_/\_\_\_ Return Time: \_\_\_\_\_ Staff Name: \_\_\_\_\_