



ASU Equipment Use Agreement

Name: _____ Today's Date: _____

Club Name or Department _____

Event Name _____

Event Date: ___/___/___ Time: _____

Submit form to asu@lavc.edu. By signing this agreement I take full responsibility for any damage to the equipment I check 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 **a hold will be placed on my student record** if I fail to comply with the guidelines above.

- Canopy qty (ASU Logo (10x10) ____
- Chocolate Fountain
- Coffee Urn (100 cups)
- Feather Flags qty. ____ (ASU logo)
- Hand Truck (dolly)
- Mascot Costume (Liam the Lion)
- PA system
- Megaphone qty ____
- Wooden Posts(yellow) qty ____
- Other _____
- Other Office Supply (tape, scissors, etc.) _____

Name of person responsible for item (s): _____

Student ID/Employee#: _____ Phone#: _____

Email: _____ Signature: _____

Club Advisor/Staff Signature _____ Date: ___/___/___

Office Use Only

Check-Out Date: ___/___/___ Check-Out Time: _____ Staff Name: _____

Return Date: ___/___/___ Return Time: _____ Staff Name: _____

NOTICE: To ensure resources are available, submit application **AT LEAST 10 WORKING DAYS PRIOR** to the event to asu@lavc.edu.