



### ASU Equipment Use Agreement

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

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

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

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

Submit form to [asu@lavc.edu](mailto: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: \_\_\_/\_\_\_/\_\_\_

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#### 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](mailto:asu@lavc.edu).