



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) (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: ____/____/____

Office Use Only

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

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