



**Office of Event Planning
Loan of Equipment Request Form**

I hereby request the use of:

- Banner
- Flags
- Directional sign
- Logo Table Throws
- Other

Advisor/Faculty/Staff responsible for loaned equipment:

NAME: _____ DEPARTMENT: _____

PHONE: (O) _____ (H) _____ E-MAIL: _____

Organization President/Department Head responsible for loaned equipment:

NAME: _____ PHONE: (O) _____ (H) _____

DATE EQUIPMENT TO BE LOANED OUT _____

DATE EQUIPMENT WILL BE RETURNED _____

Signature of Department Head _____

For office use only: Approved _____ Not Approved/Reason: _____ Initials: _____

It is the responsibility of the person/department who signed equipment out to insure that the item(s) loaned out are returned in the same condition that they were in when initially loaned to them. Any costs for cleaning, replacement or repair of equipment that was damaged while on loan will be incurred by the person or department who signed out equipment.

**Office of Event Planning
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