

Equipment Rental Request

Please complete this form at least **1 week prior to the event** date for which the equipment is needed. The student life equipment is subject to availability on a first-come, first-serve basis. Please note that as a general rule, the equipment is not to be taken off-campus unless requested and approved by SGA. This form can be turned in to the SGA office or to the office of the Assistant Dean of Students.

Name: _____ Organization: _____

Student ID #: _____ Date/Time of Event: _____
(start time) - (end time)

Location of event: _____

Contact Person: _____ Title: _____

Contact Phone: _____ - _____ - _____ Email: _____

Equipment Requesting (circle):

- Fire pit (1 or 2) • Corn Hole (1 or 2) • Spike Ball • Popcorn Machine • Sound System
- Ladder Ball • Projector • Karaoke Machine (1 or 2) • Extension cord

If requesting a fire pit, you **must** contact the Assistant Dean of Students for additional instructions and forms.

Upon requesting equipment, the above organization is assuming responsibility for the care, use, and preservation of the equipment requested. If the equipment is lost or damaged, the above organization will be responsible for the cost of repairs and/or replacement.

Note: equipment is to be returned **no later than 24 hours** after the completion of the above event unless otherwise agreed or requested. Failure to comply with the return policy for equipment will result in a **\$25 late fee per day** that the equipment is not returned, in addition to a **\$100 return fee** if members of SGA or Student Life are forced to locate and return the above requested equipment.

Please contact Ada Panni (ada.panni@hawks.shorter.edu), Gracie Grant (gracie.grant@hawks.shorter.edu) or the Assistant Dean of Students, Melanie Lawrimore (mlawrimore@shorter.edu) with any questions or concerns.

BY SIGNING BELOW, I (ON BEHALF OF THE ABOVE ORGANIZATION) AGREE TO ALL OF THE TERMS AND REGULATIONS SET FORTH BY THIS FORM AS WELL AS ALL OF THE POLICIES OF SHORTER UNIVERSITY STUDENT LIFE FOUND IN THE ORGANIZATION HANDBOOK, AND I (ON BEHALF OF THE ABOVE ORGANIZATION) ASSUME ALL RESPONSIBILITIES FOR THE REQUESTED EQUIPMENT.

Print Name

Signature

Date