



For office use only:

Request form received:

Approved:

Student Union Outdoor Equipment Request Form

*Return form to Student Union Administration Office 203

As a service to student organizations the Student Union provides a limited amount of outdoor equipment such as Stage, Podium, and Portable PA system to student organizations to host outdoor activities and events. Equipment is issued on a first-come-first-served basis to registered student organizations.

Organization Name:

Contact Person Name:

Contact Cell Phone:

Contact E-mail:

Equipment Requested:

☐ Stage ☐ Podium ☐ Portable PA (ONLY permitted in Traditions Plaza)

Program/Event equipment will be used to for:

Date(s) equipment is requested:

Location you will be using equipment:

LIABILITY AUTHORIZATION

By signing below you acknowledge that you are the responsible for the care and safe return of all borrowed equipment. You or a member of your organization will come to the Student Union administrative office, room 203, to pick up all equipment the day of event and return upon completion of the program. You acknowledge that the equipment will be safeguarded from theft and elements of the weather. If equipment is damaged beyond normal wear and tear your organization may be liable for monetary damages and/or replacement of the equipment.

Requestors Name (print) _____

Requestors Signature _____

Requestors Name (print) _____

Requestors Signature _____