

Equipment Request

Christ the King Chapel

- Large equipment requests must be submitted at least 5 working days in advance. All other requests must be submitted at least 2 business days prior to pickup.
- Equipment should be picked up and returned between these times:
10:00 am – 2:00 pm OR 6:00 pm – 10:00 pm Monday through Friday.
- Equipment must be returned in the same condition in which it was received no more than 24 hours after the event, on the exact date specified below.
- The specified Contact Person *MUST* be the person to pick up and return the equipment.
- A fine will be assessed for equipment that is lost, damaged, or returned late.
- The Contact Person will sign this form upon receipt of the requested equipment.
- Please complete all applicable fields of this form.

TO BE COMPLETED BY REQUESTER

Please Print Clearly

_____ Name of Contact Person	_____ Today's Date	_____ Organization or Department
_____ Address or Campus Box #	_____ City (if not Steubenville)	_____ Phone Number or Extension
Specify What Equipment is Requested (include exact numbers)		
_____ Event or Reason for Requesting Equipment	_____ Date of Event	<input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus
_____ Date To Be Picked Up	_____ Pick Up Time	_____ Date Will Be Returned

TO BE COMPLETED AT PICK UP

The condition of the item(s) received should be reviewed by the Contact Person before signing below. A signature indicates that all of the items listed on back have been received as well as any vestments described above. The signer agrees to be held personally responsible for paying any fines assessed for this check-out and to return all of the equipment in proper condition on the date specified above.

_____ Description of Condition of Equipment (if needed)			
_____ Signature of Contact Person	_____ Date	_____ Signature of Assisting Staff Member	_____ Date

TO BE COMPLETED AT CHECK-IN

_____ Description of Missing Items	
_____ Signature of Staff Member	_____ Date

FOR OFFICE USE ONLY

_____ Processor's Initials	<input type="checkbox"/> Yes <input type="checkbox"/> No Date Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No Final Approval	_____ Authorized Signature	_____ Date
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