

BVUUF Equipment Use Request Form

BVUUF may agree to loan equipment such as tables and chairs for off-site use to members and friends. Use of the equipment may not conflict with the program needs of BVUUF. The user is responsible for equipment transportation, and for returning the equipment timely in good condition. This form must be completed by the user and the BVUUF office manager or the member services coordinator prior to equipment pick-up. Donations for such uses are gratefully accepted.

Date of Request: _____ Date Needed: _____

Pickup Date & Time: _____ Return Date & Time _____

Equipment Needed (Include number of tables and chairs): _____

Person Requesting: _____

Relationship to BVUUF: _____

Contact Information: _____

Equipment Use Agreement: I agree to return equipment at the agreed upon day and time in the same condition it was received. I am responsible for any damaged or lost equipment.

Signature Date: _____

Approved by Office Staff Date: _____