

Northeastern University Campus Recreation Equipment Request Form

Form must be submitted:

- At least 3 days in advance of the date requested.
- By the individual or representative of group intending to borrow equipment.
- Returned to the Campus Recreation office **by the agreed date of return**.
- Must be submitted by an individual with a current valid photo Northeastern ID card.

Applicant Information

Organization/Department: _____

Applicant: _____

Phone: _____

Address: _____

Fax: _____

Date of Pickup: _____ Date of Return: _____

Equipment Fee:**

	Daily	3 Days	DEPOSIT
Softball Equipment	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$117.00 set
Volleyball Equipment	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$229.00 set
Tug-O-War Rope	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$100.00 each
Horseshoe Set	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$76.00 set
Soccer Ball	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$15.00 each
Croquet Set	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$90.00 set
Bocce Ball Set	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$100.00 set
Paddle Ball Set	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$30.00 each
Football	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$15.00 each
Outdoor Badminton Set	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$30.00 set
Frisbee	<input type="checkbox"/> \$5.00	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$5.00 each

** Fee must be accompanied by a deposit for lost or broken equipment. See equipment policy and procedure.

Equipment Policy and Procedure

1. Equipment request form should be submitted at least 3 days prior to the time of requested use. Requests for the weekend must be submitted by Wednesday.
2. Equipment request form must be submitted with a rental fee and deposit for equipments. Personal checks and/or **JOURNAL ENTRY FORM**, are the only accepted forms of payments. The deposit will cover the cost of the equipment that you will be renting. This deposit will pay for lost or damaged equipment. The deposit will be returned in full if all equipment is returned undamaged. Registered Student Organizations may request a **JOURNAL ENTRY FORM** at the Student Activities Business Office, 226 Curry Student Center. Two forms need to be requested, one to cover the cost of the deposit, and one for the rental fee.
3. Equipment must be returned on time. A late fee of \$15.00 per day will be assessed.
4. Equipment that is lost, stolen, or damaged is the financial responsibility of the individual/group that signed it out.

OFFICE USE ONLY

Equipment Requested:	Daily	3 Days	DEPOSIT	Approved (YES or NO)
Softball Equipment	\$10.00	\$15.00	\$117.00 set	_____
Volleyball Equipment	\$10.00	\$15.00	\$229.00 set	_____
Tug-O-War Rope	\$10.00	\$15.00	\$100.00 each	_____
Horseshoe Set	\$10.00	\$15.00	\$76.00 set	_____
Soccer Ball	\$10.00	\$15.00	\$15.00 each	_____
Croquet Set	\$10.00	\$15.00	\$90.00 set	_____
Bocce Ball Set	\$10.00	\$15.00	\$100.00 set	_____
Paddle Ball Set	\$10.00	\$15.00	\$30.00 each	_____
Football	\$10.00	\$15.00	\$15.00 each	_____
Outdoor Badminton Set	\$10.00	\$15.00	\$30.00 set	_____
Frisbee	\$5.00	\$10.00	\$5.00 each	_____

Equipment Pick-up

My signature indicate that I have received the equipment indicated above and that I understand my responsibility for the equipment

Applicant signature

Campus Rec. representative

Date

Equipment Return

All equipment returned _____
Campus Rec representative (please print)

Date

Deposit returned _____
Applicant signature

Applicant (print name)

Campus Rec. representative

Date