

Equipment Request Form

University of Nebraska-Lincoln Campus Recreation

1. Submit request at least one week prior to the date needed.
2. Return to Campus Rec Center or email: spfeiffer1@unl.edu

Request does not guarantee equipment availability. You will be contacted if we cannot fulfill your request.

Organization/Individual Name

Organization/Individual Address

Contact Person

NU ID # (if applicable)

Phone

Email

Date / Time To Be Checked Out

Date / Time To Be Returned

SOFS # (if applicable)

Cost Object # (if applicable)

Equipment Description	Quantity	Inventory Numbers Issued (office use only)	Quantity	Lost or Damaged Inventory Numbers (office use only)

To Be Completed during checkout:

Date / Time Checked Out

Staff Member

Person Checked Out

To Be Completed when returned:

Date / Time Returned

Staff Member

Person Returned By

I agree to return the above equipment in good repair and on the date and time due. I understand that I am liable for damages, loss and rental fees of the above listed equipment. The equipment will be used by me or persons in my presence and will not be sub-rented nor will be loaned to any other person. Upon presenting proper ID, the above equipment may be checked out. A rental fee of \$1/item/day for each day in excess of the due date will be charged. Recreational sports equipment may be rented for a maximum of four weeks with prior approval. Please be advised of Nebraska Revised Statute: 28:551(3): "It shall be presumed that a lessee's failure to return leased or rented movable property to the leaser after expiration of a written lease or written rental agreement is done with the intent to deprive (constituting theft)."

Signature

Date

