Equipment Rental Request Form

Forms must be filed by the individual:
At least 72 hours in advance of the date requested. NO EXCEPTIONS!
Returned to the Administrative Office in the Recreation Center being rented from.

APPLICANT INFORMATION

Organization/Department _____

Name _____ Phone _____

Alternate Contact _____ Fax _____

P.O. Box # _____ Address _____

City _____ State _____ Zip _____

PICK-UP LOCATION		PICK-UP DATE/TIME
☐ Werblin Rec Center	☐ Cook Douglass Rec Center	Date _____
☐ College Ave Gym	☐ Livingston Rec Center	Time _____

Date of Return _____

Misc. Info _____

FOR OFFICE USE ONLY

Date Received _____ **Total Fee** _____ **Date Paid** _____

Date Confirmed _____ **Cash** _____ **Check** _____ **Deposit** _____

Comments _____

_____

Prepared By _____ **Set #** _____

Inspected By _____ **Equipment #** _____

EQUIPMENT REQUESTED

Equipment	Day	Weekend
48qt. Chest Cooler	☐ $5	☐ $10
5g Drink Cooler	☐ $5	☐ $10
10g Drink Cooler	☐ $6	☐ $11
Belson Grill	☐ $55	☐ $65
Volleyball	☐ $15	☐ $20
Softball Set	☐ $20	☐ $30
Corn Hole	☐ $40	☐ $60
Horseshoes	☐ $9	☐ $12
Ladderball	☐ $15	☐ $20
Washers	☐ $15	☐ $20
Kan Jam	☐ $7	☐ $12
Package A	☐ $30	☐ $35
Package B	☐ $70	☐ $85
Package C	☐ $40	☐ $50
Package D	☐ $90	☐ $110
Other _____ (Please specify)	☐ $___	☐ $___

Please read the reverse side for package descriptions

A deposit is required for all equipment rentals. This deposit will be returned once equipment is inspected and deemed in satisfactory condition.

EQUIPMENT RETURNED LATE IS SUBJECT TO A LATE FEE. EQUIPMENT THAT IS LOST, STOLEN, OR DAMAGED IS THE FINANCIAL RESPONSIBILITY OF THE PATRON. PLEASE READ THE REVERSE FOR FURTHER DETAILS.

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT AND WILL ABIDE BY ALL THE RULES OUTLINED HEREIN.

Signature _____ Date _____

Please read the reverse side for details and package descriptions.

EQUIPMENT ITEMS

	ITEM NAME	DEPOSIT
	48qt. Chest Cooler	$20
	5g Drink Cooler	$20
	10g Drink Cooler	$25
	Belson Grill	$300
	Washers	$50
	Horseshoe Set	$25
	Corn Hole	$140
	Kan Jam	$35
	Volleyball Set Net, ball, boundary lines	$150
	Softball Set Bats, balls, bases	$60
	Ladderball	$30

PACKAGE DESCRIPTIONS AND DEPOSIT

Package A - **$200**
Horseshoe Set
Volleyball Set
Ladderball
5 Frisbees
5g Drink Cooler

Package B - **$400**
Belson Grill
Horseshoe Set
Volleyball Set
Ladderball
5 Frisbees
2 - 5g Coolers

Package C - **$300**
Corn Hole
Kan Jam
Horseshoe Set
5 Frisbees
5g Cooler

Package D - **$500**
Belson Grill
Corn Hole
Kan Jam
Horseshoe Set
5 Frisbees
2 - 5g Coolers

Werblin Rec Center
Phone: (848) 445-0462
Fax: (732) 445-0457

Cook/Douglass Rec Center
Phone: (848) 932-8600
Fax: (732) 932-7513

College Ave Gym
Phone: (848) 932-8204
Fax: (732) 932-9445

Livingston Rec Center
Phone: (848) 445-2398
Fax: (732) 445-0785

Equipment Rental Forms should be returned to the Administrative Office in the Recreation Center in which equipment is being returned.

A deposit is required for all equipment rentals. This deposit will be returned once equipment is inspected and deemed in satisfactory condition. Un
iversity Departments and recognized organizations may make arrangements to have the deposit fee waived. An official letter signed by a sponsoring Dean or Department Head will be accepted with prior approval. Please inquire in the Administrative Office for more details.

Equipment returned late is subject to a late fee.

Equipment that is lost, stolen, or damaged is the financial responsibility of the patron.