



**OFFICE OF STUDENT LIFE  
EQUIPMENT CHECK-OUT FORM  
OCALA CAMPUS**

Name of Club/Organization: \_\_\_\_\_  
 Person Responsible for Equipment: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 Date Equipment Needed: \_\_\_\_\_ Date to be returned: \_\_\_\_\_

**Equipment Needed:**

- |  |  |
|--|--|
| <input type="checkbox"/> Tent: _____ of 3<br>Special Instructions: Requires 4 people to set up.<br>Replacement Cost: \$200   | <input type="checkbox"/> Athletic Equipment. Specify:<br>_____   |
| <input type="checkbox"/> Tablecloths - round: _____ of 12  | <input type="checkbox"/> Snow Cone Machine<br>Special Instructions: Requires a power source and extension cord; must provide ice, cups, syrups.<br>Replacement Cost: \$500 |
| <input type="checkbox"/> Tablecloths - rectangle _____ of 14<br>Special Instructions: Tablecloths must be washed, bleached and folded before return.<br>Replacement Cost: \$5 each | <input type="checkbox"/> Cooler - small _____ of 3<br>Replacement Cost: \$60   |
| <input type="checkbox"/> Popcorn Machine<br>Special Instructions: Must provide oil, popcorn, salt, containers.<br>Replacement Cost: \$1,000  | <input type="checkbox"/> Cooler: Large<br>Replacement Cost: \$100  |
| <input type="checkbox"/> Cash Box  | <input type="checkbox"/> Drink Cooler _____ of 3<br>Replacement Cost: \$40   |

**Advisors:** Please sign below to indicate your acceptance of this policy.  
 I understand that all equipment must be returned on time and in the same condition it was received. If the OSL determines that the item needs to be repaired or replaced, my club/organization is responsible for payment/transfer of funds of the amount of the replacement cost stated above to the OSL. If the club/organization account does not have sufficient funds, it will be taken from the next year's budget.

\_\_\_\_\_  
 Club Officer Signature Date: MMDDYY

\_\_\_\_\_  
 Advisor Signature Date: MMDDYY

**OSL Staff Use:**

Date Checked Out: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Condition at Return: \_\_\_\_\_ Repair/Replacement Charge: \$ \_\_\_\_\_