



Lafayette College Recreation Services OVERNIGHT EQUIPMENT LOAN FORM

SECTION I (Basic Information) Please complete Section I and send form to recreation@lafayette.edu

Person Responsible for Equipment:	<input type="text"/>	Phone Number:	<input type="text"/>
E-mail Address:	<input type="text"/>	Today's Date:	<input type="text"/>
Organization:	<input type="text"/>	Pick up Date:	<input type="text"/>
<input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event		Planned Return Date:	<input type="text"/>

Equipment Needed (indicate quantity):

Basketball:	<input type="text"/>	Flip Score:	<input type="text"/>	Whiffle Ball and Bat:	<input type="text"/>	Pinnies/Vests:	<input type="text"/>
Bocci Set:	<input type="text"/>	Frisbee:	<input type="text"/>	Tennis Balls (set of 3):	<input type="text"/>	Softball Bag: (bases, bats, and balls)	<input type="text"/>
Cones:	<input type="text"/>	Kickball and Bases:	<input type="text"/>	Tennis Racket:	<input type="text"/>	Hula Hoop:	<input type="text"/>
Countdown Timer:	<input type="text"/>	Playground Balls:	<input type="text"/>	Tug of War Rope:	<input type="text"/>	Cornhole set:	<input type="text"/>
Flag FB Flags:	<input type="text"/>	Soccer Ball:	<input type="text"/>	Volleyball:	<input type="text"/>	Ladders set:	<input type="text"/>
Football:	<input type="text"/>	Stop Watches:	<input type="text"/>	Outdoor Vball Net:	<input type="text"/>		
Other: (Please describe)	<input type="text"/>						

SECTION II (For Office Use Only)

Date Prepared:	<input type="text"/>	Prepared by:	<input type="text"/>
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SECTION III (For Employee Use when giving out Equipment)

Collateral: Driver's License Student ID L or Account Number _____

Employee Distributing Equipment:

Person Accepting Equipment (Print):

SECTION IV (For Employee Use when equipment is returned)

Is any equipment missing or damaged? Yes No

If yes, describe:

Employee Receiving Equipment:

Person Returning Equipment: