

Equipment Checkout Form
Neighbors West-Northwest

Borrower's Name: _____

Address: _____

Neighborhood Association: _____

Today's Date: _____

Phone: _____

Requested Equipment:

- Neighborhood Banners (neighborhood: _____)**
- Neighbors West-Northwest A-Frame Sign**
- Fold-out Table (number requested: _____)**
- Digital Camcorder (Sony MHS-PM1)**
- Digital Camera (Canon PowerShot SX100)**
- Pop-Up Tent**
- Trash Grabbers (number requested: _____)**
- Easel**
- Publications - books, manuals, etc. (specific publication: _____)**
- Large Projector Screen 92" x 69" Wide Screen**
- Speaker and Speaker Stand**
- Microphone**
- Projector**

Requested Checkout Dates: _____

Reason for Use: _____

Please note the following:

- Equipment is provided for Neighborhood Association use only.
- Equipment must be used in a responsible manner and every precaution must be taken to prevent damage.
- In the event that the equipment is lost, stolen, or damaged, the borrower must immediately notify Neighbors West-Northwest and the borrower will be held responsible for any repair or replacement costs.

By signing below, I have read and agree to the above conditions for borrowing this equipment and agree to return the equipment by the designated check-in date.

Printed Name of Borrower: _____

Signature: _____ Date: _____

*Printed name of NA Board President or another Board representative: _____

Signature: _____ Date: _____

Checked out by (signature of NWNW staff member): _____

Check-out date and time: _____

Checked in by (signature of NWNW staff member): _____

Check-in date and time: _____

Equipment returned in satisfactory condition (circle one): **Yes** **No**

***Please Note:** Signature of board representative is not required to check out publications. For all other equipment, an email from a board representative attached to this form can replace the required signature.