

Equipment Request Form
Auburn Regional Media Access

Day/Time Wanted: Day: _____ Date: _____ Time: _____

Return By: Day: _____ Date: _____ Time: _____

Equipment Loan & Return Policy

All equipment that has been signed out from Auburn Regional Media Access (ARMA) must be returned on or before the date and time signed on this sheet

The person who signs out the equipment is responsible for it. All equipment that is not returned (or lost or stolen) will be billed to you at the present replacement value. Any repairs resulting from misuse will be billed at parts plus labor.

The Auburn Police Department or other relevant authorities will be called and asked to assist in the retrieval of ARMA property that is not returned within two working days after the return date.

Items requested:

Equipment Damage or Loss Agreement

I acknowledge that I am responsible for the equipment signed out until all items are returned and checked by ARMA staff or volunteers. I also acknowledge that I will be responsible for any repairs or replacement of equipment damaged or lost through my improper handling or misuse that I will return the equipment at the time and date agreed upon or face loss of equipment privileges.

Print Name: _____ Address: _____

Driver's License No. _____ Phone No. _____

User Signature: _____

Checked out by: _____ Date: _____

Signature: _____

Checked in by: _____ Date: _____

Signature: _____