University Relations & Marketing

Equipment Checkout Form

Representatives of Bowie State University departments and offices may borrow equipment and collateral from University Relations and Marketing with sufficient notice and planning. Borrowers agree to abide by the terms listed below:

- Borrowers agree to attend a brief training session on operation of the requested item before checkout.
- Borrowers assume full responsibility for transportation, set up, and operation of requested equipment.
- Borrowers agree to return equipment and all constituent components on or before the due date agreed upon at the time of checkout.
- Borrowers are responsible for repair expenses due to negligence.
- Borrowers are responsible for replacement costs in the event of loss.
- Borrowers that do not return equipment within one week of the due date may be billed for the replacement value.

FILL OUT THIS SECTION AND EMAIL THE SIGNED AND COMPLETED FORM TO urmprojects@bowiestate.edu.

Your Name __________________________________________________________________________  □ Staff  □ Faculty  □ Student

Your Title __________________________________________________________________________

Office/Department ________________________________________________________________  □ Office  □ Department  □ Organization

Your Email __________________________________________________________________________

Date/Time You Will Be Returning Equipment __________________________________________  Budget Code ________________

On the behalf of my department/office, I agree to the borrowing policies outlined at the top of this form.

Signature: __________________________________________________________________________

ITEM(S) REQUESTED

☐ Camera  ☐ Pull Up Banner(s)

☐ Cannon  ☐ Flash  Number of Banners _________  See next page for banner selection

First Choice ___________________________  Second Choice ___________________________

☐ Table Cloth(s)  Number of Table Cloths _________

Pick up date ___________________________  Return Date ___________________________

FILLED OUT BY URM STAFF

Check out date ___________________________  Date returned _________  Staff initials _________

Person checking out equipment ___________________________
The banner you request may not be available. Please indicate a first and second choice.

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<th>Comm</th>
<th>Bio</th>
<th>Ed</th>
<th>Grad</th>
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<td><img src="image3" alt="Bio" /></td>
<td><img src="image4" alt="Ed" /></td>
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<td>VR</td>
<td>Students</td>
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<td><img src="image7" alt="Students" /></td>
<td><img src="image8" alt="FSTP Light" /></td>
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FILLED OUT BY URM STAFF

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