



Department: _____ Date Borrowed: _____

First Name: _____ Surname: _____

Phone: _____ Email: _____

Name of Event: _____

Date of Event: _____

Please indicate which event supplies you would like to borrow:

<ul style="list-style-type: none"> <input type="radio"/> Nametag Holders – Wooden <input type="radio"/> Lanyard Stands <input type="radio"/> Umbrellas _____ 	<ul style="list-style-type: none"> <input type="radio"/> Coat Rack + _____ Hangers <input type="radio"/> Easels _____ <input type="radio"/> Martlet Costumes (3) _____ <input type="radio"/> Other _____
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Date of supply pick-up: _____

Date of supply return: _____

Please provide a FAST code that will be charged a late fee of \$10.00/day if not returned as noted above. _____

I am aware that my office is responsible for the full replacement cost if any items are returned damaged. _____(Name here)