

Equipment Checkout Form

NAME: _____

ADDRESS: _____

CITY: _____ **PHONE:** _____

4-H CLUB/EXTENSION GROUP: _____

PICK-UP DATE: _____ **RETURN DATE:** _____

Equipment to be checked out

<input type="checkbox"/> Projector Description: _____ _____	<input type="checkbox"/> Projector Screen Size: _____	<input type="checkbox"/> Laptop Description: _____
<input type="checkbox"/> Slide Projector	<input type="checkbox"/> Large Speakers & Stands (include up to two Speaker Cords)	<input type="checkbox"/> Microphone(s) # _____
<input type="checkbox"/> Portable Amplifier (Peavy)	<input type="checkbox"/> Biamp Amplifier	<input type="checkbox"/> Portable Sound System (battery operated)
<input type="checkbox"/> Digital Camera (Cannon) include battery charger	<input type="checkbox"/> Buzzer Boxes – hand grip	<input type="checkbox"/> Buzzer Boxes – push button
<input type="checkbox"/> Felt/Display Board	<input type="checkbox"/> Easel(s)	<input type="checkbox"/> Camcorder
<input type="checkbox"/> Nacho Machine	<input type="checkbox"/> Popcorn Machine & Tote	<input type="checkbox"/> Turning Point Clickers (2 bags)
<input type="checkbox"/> Button Machine	<input type="checkbox"/> Serger*	<input type="checkbox"/> Sewing Machine
<input type="checkbox"/> Microscope	Other: _____ _____	

Guidelines for checking out equipment (except Serger)

- Checkout period is not to exceed three days
- Equipment may be checked out for an additional three days if there are no other requests
- Equipment may be released to 4-H Adult and Youth Leaders or other UWEX Volunteers
- Please read the instruction booklets with each piece of equipment before operating

Guidelines for checking out Serger*

- Checkout period is not to exceed one week (7 days)
- Equipment may be checked out for additional days if there are no other requests

I have read the guidelines above and accept responsibility for the safe and appropriate use of the circled piece of equipment

Signed: _____ **Date:** _____