

RESERVATIONS MONDAY THROUGH THURSDAY ONLY!

Event Name: _____

Today's Date: _____

Activity Center: _____

Room/Area: _____

Equipment Rental Date: _____

Rental Time (from): _____ (to:) _____

Equipment Return Date: _____

Equipment Rental Deposits

Place an X in corresponding box:

- | | | |
|--------------------------|-------------------------------|------------------------|
| <input type="checkbox"/> | Projector and Remote Control | \$250.00 |
| <input type="checkbox"/> | Microphones-2 (including bag) | \$50.00 |
| <input type="checkbox"/> | TV Remote Control | No Charge |
| <input type="checkbox"/> | Pickelball Net | \$50.00 (Non-club use) |

Deposit will be released upon return of undamaged equipment. Allow 24 hours for equipment inspection.

Equipment must be returned to the Community Service Office (CSO) in the East Activity Center no later than 1 hour after the event has ended. If the CSO office is closed and for weekend and holiday events, equipment must be returned on the following business day by 9:00 AM.

Name: _____

Phone: _____

Building/Unit: _____

Equipment Returned: _____

Office Use Only:

Deposit received via check # _____

Deposit returned on _____

Deposit not refunded for the following reason _____

Resident notified of forfeited deposit on _____

Check deposited _____