

**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"/>            | Pickleball Net                | \$50.00 (Non-club use) |
| <input checked="" type="checkbox"/> | Portable Speaker set          | \$100.00               |

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 \_\_\_\_\_