

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:

- Projector and Remote Control \$250.00
- Microphones-2 (including bag) \$50.00
- TV Remote Control No Charge
- Pickleball Net \$50.00 (Non-club use)
- 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 _____