



(956) 882 – 5138 • www.utb.edu/studentlife
 Student Union 2.10 • Fax (956) 882-7154

Equipment Rental Agreement Form

All equipment requests must be submitted one week prior to pick up date and time, so our department may schedule our student staff to be available to pull/make available items. Not all equipment request submitted will be approved, due to the limited number of assets we have available, or assets you request may already be checked out by our own departments, or other organizations. Please speak to Stephen Cisneros before any assets are checked out. You must be a currently enrolled student to check out items. Sting Card & Texas ID required. Office Hours are open M – F, 8 am – 5pm only.

Authorized Agent Name		Student Organization/ Department Name				
Student/Staff ID of Agent	Department/Student Organization Account No.		Date of Request			
Cell Phone	Email Address					
Name of Event	Location of Event					
Date & Time Item to be Picked Up	Date & Time Item Will be Returned					
Equipment Requested		Office Use Only				
Asset/Item Description	Inventory Number	Check Out			Check In	
		Date and Time	Agent Signature	Staff Signature	Date and Time	SL Agent Name
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
It is to my understanding that by accepting item(s) from the Office of Student Life, I will be held completely responsible on behalf of the department/organization listed for replacement of all assets should the item(s) become damaged, stolen, destroyed, lost, or misplaced. The equipment being requested must be returned in the condition that it was received. Additional costs may vary. TO AVOID ANY ADDITIONAL CHARGES, ALL MATERIALS MUST BE TURNED IN BY THE RETURNED DATE. <u>All items must also be cleaned before being returned.</u>						
Signature:		Date	Approved : Yes/No Signature:			
Comments:						