

# Table/Chair Loan Agreement

The Warehouse has tables and chairs available to loan out for special District events. Please submit this loan agreement at least 7 days in advance of your event. Requests will be scheduled in the order they are received.

## Loan Request:

Number of folding chairs requested: \_\_\_\_\_

Number of 6' folding tables requested: \_\_\_\_\_

Requested date for items to be delivered: \_\_\_\_\_

Requested date for items to be picked up: \_\_\_\_\_

## Borrower Information:

School/Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Special Event Description and Date: \_\_\_\_\_

## Loan Terms & Conditions:

1. The Warehouse will make every effort to deliver and pick-up the items on the dates listed above. However, we reserve the right to flex the dates to accommodate other deliveries.
2. At least 7 days advance notice is required to schedule delivery. If less than 7 days advance notice is given, the requesting school/department may be required to pick the items up from the District Warehouse, Building C.
3. All items must be cleaned before being returned to the District Warehouse.
4. Borrower will be responsible for any loss or damage to borrowed items and will be billed for replacement.
5. Requested items will be used exclusively for District business.

The undersigned and the above named person agree to accept and comply with all terms, conditions and requirements set forth on this Table/Chair Loan Agreement.

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

***Please fax form to Lari Staples, Purchasing & Warehouse Manager – Fax: 623-237-6295***