



# Equipment Rental Request

Baylor Campus Recreation

Today's Date: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Name: \_\_\_\_\_

Description of the Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All equipment rentals are subject to a fee.

Equipment Needed:

Quantity	Item
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date Equipment Needed: \_\_\_\_\_

Date To Be Returned: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date & Time Scheduled for Equipment Pick-Up : \_\_\_\_\_