

Office of College Life Equipment Checkout Form

www.deanza.edu/collegelife

PLEASE HAVE CLUB OR DASB OFFICER WHO WILL PICK UP THE EQUIPMENT COMPLETE THIS FORM.

Submit form at least ten days prior to event to the Office of College Life Front Desk.
Return all equipment as originally received. Also, let us know if there is a problem with the equipment.
Equipment must be returned during normal business hours, Monday – Friday 9:00 AM – 4:00 PM.

Name of Organization: _____

Pickup Date: _____ Pickup Time: _____ Return Date: _____ Return Time: _____

Name
() _____
Home Phone # _____

() _____
Cell Phone # _____
E-Mail Address _____

Confirmation of Equipment Checkout

Approved by (Office of College Life Staff Signature)

Date

*** Sign below when you pick up equipment (NOT BEFORE)**

I have received the following equipment from the Office of College Life. I understand that I am responsible for any loss, theft or damage occurring while I am in possession of this equipment. I understand I will be responsible for the cost of replacement (Purchase cost is as listed) and or cost of repairs if needed. Failure to return equipment or reimburse the DASB/ICC/College Life for any needed repairs or replacement, by the agreed upon date and time, may result in a hold being placed on my De Anza College record and/or referred to the appropriate De Anza College Manager. I have read and agree with the above statement. All clubs must adhere to the ICC Equipment Guidelines in the ICC Code. Equipment must be returned during normal business hours, Monday – Friday 9:00 AM – 4:00 PM.

Signature

Date

For Office Use Only

Date and Time Returned

Received By (Office of College Life Staff Signature)



ICC Equipment

Quantity	Equipment	Estimated Value
<input type="checkbox"/>	A-Frame, Large, 24" x 36" (8 available, 4 maximum)	\$80
<input type="checkbox"/>	Button Maker and up to 50 Blank Buttons	\$150
<input type="checkbox"/>	Drink Tubs	\$50
<input type="checkbox"/>	1 DVD Player, Portable (10" screen)	\$350
<input type="checkbox"/>	1 DVD Player/VCR and 2 Speakers, Portable	\$100 \$400
<input type="checkbox"/>	Extension Cord(s)	\$10
<input type="checkbox"/>	Power Strip(s)	\$15
<input type="checkbox"/>	Only 1 at a time Game * Title: _____	\$10 - \$15
<input type="checkbox"/>	1 LCD Projector (3 available)	\$800
<input type="checkbox"/>	1 Markers, Dry Erase	\$7
<input type="checkbox"/>	1 Markers, Regular	\$7
<input type="checkbox"/>	1 PA System	\$1,000
<input type="checkbox"/>	1 PA System, Mini	\$300
<input type="checkbox"/>	1 Stereo, Portable, CD/Radio/iPod Dock	\$85
<input type="checkbox"/>	Table, Portable Folding (3 available)	\$40
<input type="checkbox"/>	Tent, Canopy (7 available)	\$550
<input type="checkbox"/>	1 Wheel Of Fortune	\$300
<input type="checkbox"/>	Other: List item(s)	



DeAnza College Office of College Life Equipment

Quantity	Equipment	Estimated Value
<input type="checkbox"/>	Balloons (up to 20, only 5 on Club Day)	N/A
<input type="checkbox"/>	Banner, Velcro, Black	\$100
<input type="checkbox"/>	Banner, Velcro, Red	\$100
<input type="checkbox"/>	Banner, Velcro, Yellow	\$100
<input type="checkbox"/>	Banner, Velcro Letters, Red	\$100
<input type="checkbox"/>	Banner, Velcro Letters, White and Yellow	\$100
<input type="checkbox"/>	Only 1 at a time Cart (2 available)	\$200
<input type="checkbox"/>	1 Computer Speakers	\$25
<input type="checkbox"/>	Only 1 at a time Easel/Portable White Board (2 available)	\$100
<input type="checkbox"/>	1 Hand Truck	\$50
<input type="checkbox"/>	1 Laptop (Fujitsu Netbook)	\$1,700
<input type="checkbox"/>	Microphone for SCC (2 available)	\$250
<input type="checkbox"/>	Other: List item(s)	

* See Reverse or College Life for List of Games