Regis University

Equipment Check-Out Form

Name: _____ Date: _____

Club: _____

Destination (for activities to be held off campus) _____

Guidelines Governing Use of Equipment

1. Only active club members who have paid their dues, and have signed Assumption of Risk and release of Liability and Registration Form on file at the Club Sports Office my check out and/or use club equipment.

2. Equipment must be signed for individually. A club member may not check out equipment for other club members.

3. Equipment should be inspected closely at the time of checkout and any problems or deficiencies noted on this form.

4. All damages must be reported and noted on this form at the time the equipment is returned. Club members are responsible for any damages resulting from their negligence or misuse of equipment.

5. Equipment must be returned within 48 hours following an activity/trip unless other arrangements are made with the Club Sports Supervisor.

I have read and agree to the above guidelines governing the use of club equipment. I understand that failure to abide by these guidelines will result in loss of privilege for future use of the equipment.

Signed: _____ Date: _____

Check out Record

Equipment	Date out	Date Returned
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Problems/Deficiencies: _____

_____

_____

_____

Report of Damages:

_____

_____

Check Out: _____ _____

Signature of Club Member **Date**

Return: _____ _____

Signature of Club Member **Date**