

Palomar College

Office of Student Affairs / Equipment Use Request Form

The Office of Student Affairs has some equipment that can be checked out for use by Palomar College Departments or Palomar College Clubs/Associated Student Government. Please complete this form and return it to the Office of Student Affairs 5 days prior to request date. Equipment will be checked out on a first come, first served basis. Requests are not guaranteed until you receive a confirmation email from the Office of Student Affairs.

All equipment must remain on Palomar College campus property.

Any repairs to equipment which are deemed necessary upon return, will be the responsibility of the department/club/ASG that used the equipment.

Please complete and print the following:

Name of Department/Organization: _____

Equipment Requested:

Items that can be checked out include:

Canopies / Popcorn Maker / Prize Wheel / Flags & Bases / Fender Speaker Unit / Sandwich Boards

Pick Up Date: _____ Time: _____

Pick Up/Contact Person: _____ Phone Number: _____

Contact Signature: _____ Date: _____

Club/ASG Advisor Signature: _____ Date: _____

Requests will be calendared, so please be on time.

Return Date: _____ Time: _____

Equipment must be returned in working and clean condition.

Request Received by OSA Staff: _____ Request Approved/Denied: _____

