Equipment Check Out Form

In order to use RHA equipment you must fill out this form. The person requesting the use of equipment must be present at the event for the entire duration that the equipment will be in use. The submission of this form must be done at least one week before the event date; any submissions after that period may be rejected at the discretion of the President. For an inventory of the lighting, sound, concession and recreational equipment available for use, check out this document*.

*Please note that this may not be a complete inventory and to e-mail the President (RHAPresident@mst.edu) if you are not sure we have the equipment.

Page 1

Name [Required]

Phone Number [Required]
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Email Address [Required]
Valid input:
- name@myschool.edu

Event Name [Required]

Date of Event [Required]

Start Time of Event [Required]

End Time of Event [Required]

Location of Event [Required]

Inventory and Descriptions

Lights

DJ lights (2): DJ Lights give off different color beams in different shapes that can spin around the room. The lights will change with the beat of the music.
Panel lights (2): Panel Lights cannot move but will also change with the beat of the music. Panel lights are good for filling an area colored light. These lights have the ability to change with the beat of the music.
Moving lights (2): These lights can also spin colored beams and shapes around the room with the beat of the music.
Bubble machine (2): These machines will add a fun atmosphere by filling the area with bubbles. Soap is not included and will need to be purchased separately.

Sound

Small speakers (3)
Large speakers (2)
Subwoofers (2)
Mixer
Microphones (3)
Laptop with full iTunes library

Concessions

Popcorn machine
Cotton Candy machine
Sno Cone machine
Blenders (2)
Electric griddles (5)
Lawn Games
Putt Putt Golf
Washers
Ladder Golf
Bean Bag Toss

Furniture
Canopies (2)
Tables (3) (CURRENTLY UNAVAILABLE)

Page 3
Check all light items you would like to use:

[ ] DJ lights
[ ] Panel lights
[ ] Moving lights
[ ] Bubble machine

Check all sound items you would like to use:

[ ] Small speakers
[ ] Large speakers
[ ] Subwoofers
[ ] Mixer
[ ] Microphones
[ ] Laptop with full iTunes library

Check all concessions items you would like to use:

[ ] Popcorn machine
[ ] Cotton Candy machine
[ ] Sno Cone machine
[ ] Blenders
[ ] Electric griddles

Check all lawn games you would like to use:

[ ] Putt Putt Golf
[ ] Washers
[ ] Ladder Golf
[ ] Bean Bag Toss

Check all furniture you would like to use:

[ ] Canopies
[ ] Tables

If the equipment you would like to borrow is not listed, please list the desired equipment below.

Page 4
How many DJ lights would you like to use?
Valid input:
- Select only one choice.

[ ] 1
[ ] 2

How many Panel lights would you like to use?
Valid input:
- Select only one choice.

[ ] 1
[ ] 2
<table>
<thead>
<tr>
<th>Question</th>
<th>Input Constraints</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many Moving lights would you like to use?</td>
<td>Select only one choice</td>
<td>[ ] 1, [ ] 2</td>
</tr>
<tr>
<td>How many Small speakers would you like to use?</td>
<td>Select only one choice</td>
<td>[ ] 1, [ ] 2</td>
</tr>
<tr>
<td>How many Large speakers would you like to use?</td>
<td>Select only one choice</td>
<td>[ ] 1, [ ] 2</td>
</tr>
<tr>
<td>How many Subwoofers would you like to use?</td>
<td>Select only one choice</td>
<td>[ ] 1, [ ] 2</td>
</tr>
<tr>
<td>How many Microphones would you like to use?</td>
<td>Select only one choice</td>
<td>[ ] 1, [ ] 2</td>
</tr>
<tr>
<td>How many Blenders would you like to use?</td>
<td>Select only one choice</td>
<td>[ ] 1, [ ] 2</td>
</tr>
<tr>
<td>How many Electric griddles would you like to use?</td>
<td>Select only one choice</td>
<td>[ ] 1, [ ] 2</td>
</tr>
<tr>
<td>How many Canopies would you like to use?</td>
<td>Select only one choice</td>
<td>[ ] 1, [ ] 2</td>
</tr>
<tr>
<td>How many Tables would you like to use?</td>
<td>Select only one choice</td>
<td>[ ] 1, [ ] 2</td>
</tr>
</tbody>
</table>

Page 5
Statement of Understanding [Required]
By checking the box next to "I Understand" you are indicating that you have accurately answered all the questions on this form and understand that the RHA has the right to approve, deny or defer your submission.

It is your responsibility to submit this form in a timely manner - at least one week before the event is taking place.
If RHA finds the need to deny or defer your submission they are responsible for emailing you to indicate why it is being denied or deferred.

It is your responsibility to check OrgSync to see if your submission has been reviewed and is not still in pending status. If your submission is still in pending status it is your responsibility to email the RHA President (rhapresident@mst.edu) and bring it to their attention.

As a reminder, the person requesting the use of equipment must be present at the event for the entire duration that the equipment will be there. Any damage incurred to the equipment is the responsibility of the individual or group that is currently in possession of it.

Valid input:
- Select only one choice.

[ ] I Understand