



Student Life & Development
Club Equipment Loan Form
[See Equipment Here](#)

Club Name: _____

Club President: _____

Club Faculty Advisor: _____

Date of Loan: _____

Date of Return: _____

Duration of Loan (Measured in Weeks/Days): _____

We, the undersigned, acknowledge and agree to the following terms regarding the loan of equipment/items listed below to our club:

Items on Loan:

1. _____
2. _____
3. _____
4. _____

Agreement:

I, [_____], along with the club officers and our faculty advisor, hereby take full responsibility for the items listed above.

- We acknowledge that any **damage, loss, or mishandling** of the listed items while in the club's possession will be our responsibility.
- We understand and agree **that Student Life & Development (SLD)** assumes no responsibility for any damage, loss, or replacement of the items.
- The club agrees to properly care for and use the items purchased with our club budget, which is funded through student activity fees.
- We understand that the items will be stored in the **SLD club closet**, and they are expected to remain there at all times, except during designated club hours when they are in use.

Return of Items:

- All items listed must be returned by the agreed date during club hours.

- Failure to return the items will result in the club's account being placed **on hold**, preventing any further purchases or transactions.

By signing this form, we accept the terms of this loan and agree to the responsibilities outlined above.

Club President Name: _____

Signature: _____

Date: _____

Club Faculty Advisor Name: _____

Signature: _____

Date: _____

For Office Use Only:

Loan Approval

Loan Approved By: _____

Signature: _____

Date of Approval: _____

Equipment Return (Must be signed only after the equipment is returned and inspected)

Checked in By: _____

Signature: _____

Date of Approval: _____