

## Rowan Recreation Center Equipment Checkout Form

\*\*\* All requests must be made in 3 business days, or \$10 will be charged for late requests (charges assessed when picked up). Requests made in 1 business day are not guaranteed.

Name: _____		Organization: _____ <small>(if applicable)</small>			
Phone: _____		Date/Time of Request: _____			
Email: _____		Requested Pickup Date/Time: _____			
Date/Time of Return: _____		Items requested not listed: (list below)			
**All items must be returned during business hours					
<b>A Rowan ID is required to check in/out equipment</b>					
<b>Item</b>	<b>Quantity</b>	<b>Item</b>	<b>Quantity</b>	<b>Item</b>	<b>Quantity</b>
Leather Footballs		Street Hockey Goals		Stopwatches	
Rubber Footballs		Street Hockey Goalie Glove		Tabletop Scoreboards	
Indoor Volleyballs		Street Hockey Balls		Referee Jerseys	
Beach Volleyballs		Street Hockey Sticks		Reversible Basketball Pinnies	
Soccer Balls		Tennis Racquets		Regular Pinnies	
Indoor Soccer Balls**		Tennis Balls		Tables	
Outdoor Basketballs		Flag Football Belts		Folding Chairs	
Dodgeballs		Bases (throw down)		Potato Sacks	
Kickballs		Outdoor Volleyball Nets		Tug of War Rope	
Water Polo Balls**		Outdoor Soccer Goals**		Team Skiis	
Team Handballs**		Indoor Soccer Goals**		Jump Ropes	
Softballs		Water Polo Goals**		Hoola Hoops	
Softball Bats		Small Cones (6")		Parachute	
Wiffle Bats		Medium cones (12")		Omniken Ball	
Wiffle Balls		Large Cones (18")		Folding Mats**	
Frisbees		Flat Cones		Scoters**	

**\*\*Equipment must be used in Recreation Center or on IM Field**

- Equipment is FREE and is available to check out for a maximum of (3) days
- The borrower assumes sole liability for any injuries to himself/herself and/or others
- Equipment is on a first come first serve basis and limited to availability.
- Failure to return equipment by return date will result in a \$10 per day charge
- Equipment lost, broken, or damaged will require a replacement fee at market value per item
- Individual will be emailed or called within 48 hours for verification or denial of request
- Approval is not final until confirmation notification by Recreation Center Staff

Signature of Requestor: \_\_\_\_\_

Main Office (when requested): \_\_\_\_\_  
(print name)

**\*\*Submit in Paper Tray**

Main Office (when returned): \_\_\_\_\_  
(print name)

Items missing (when returned): \_\_\_\_\_

\_\_\_\_\_