

EQUIPMENT ITEMS TO BE LOANED FOR OFF-PREMISE USE

<i>Equipment</i>	<i>Amount</i>	<i>Time period</i>
Portable Screen	\$5.00	Per day
Easel	\$5.00	Per day
Easel/Pad	\$10.00	Per day
Overhead	\$10.00	Per day
Podium	\$10.00	Per day
LCD Projector	\$30.00	Two days/then \$20.00 per day
Laptop	\$30.00	Two days/then \$20.00 per day

*A contract needs to be signed and dated by a participating business in order to validate any equipment rental.

Equipment Request

Date of Request _____

Company Name

Billing Address

Contact Name

Contact Number

Organization: Profit of Non Profit (Circle one)

Is borrowing _____ on _____
(Equipment requested) (Date)

From the Community Education Council of Elk and Cameron Counties and shall return it on _____
(Date)

Amount charged for lease equipment is \$ _____. Company shall be responsible for any damages that may occur while equipment is in companies use.

Sign _____

Title _____