

Office of College Life Equipment Checkout Form

www.deanza.edu/collegelife

PLEASE HAVE CLUB OR DASB OFFICER WHO WILL PICK UP THE EQUIPMENT COMPLETE THIS FORM.

Submit form at least ten days prior to event to the Office of College Life Front Desk.

Return all equipment as originally received. Also, let us know if there is a problem with the equipment.

Equipment must be returned during normal business hours, Monday – Friday 9:00 AM – 4:00 PM.

Name of Organization: _____

Pickup Date: _____ Pickup Time: _____ Return Date: _____ Return Time: _____

Name Cell Phone #

Home Phone # Email Address

Confirmation of Equipment Checkout

Approved by (Office of College Life Staff Signature)

Date

***Sign below when you pick up equipment (NOT BEFORE)**

I have received the following equipment from the Office of College Life. I understand that I am responsible for any loss, theft or damage occurring while I am in possession of this equipment. I understand I will be responsible for the cost of replacement (Purchase cost is as listed) and or cost of repairs if needed. Failure to return equipment or reimburse the DASB/ICC/College Life for any needed repairs or replacement, by the agreed upon date and time, may result in a hold being placed on my De Anza College record and/or referred to the appropriate De Anza College Manager. I have read and agree with the above statement. All clubs must adhere to the ICC Equipment Guidelines in the ICC Code. Equipment must be returned during normal business hours, 9:00 am – 5:00 pm Monday – Thursday and 9:00 am – 4:30 pm Friday.

Signature

Date

For Office Use Only

Date and Time Returned

Received By (Office of College Life Staff Signature)



ICC Equipment

Quantity	Equipment	Estimated Value
<input type="checkbox"/>	A-Frame, Large, 24" x 36" (8 available, 4 maximum)	\$80
<input type="checkbox"/>	Button Maker and up to 50 Blank Buttons	\$150
<input type="checkbox"/>	Drink Tubs	\$50
<input type="checkbox"/>	1 DVD Player, Portable (10" screen)	\$350
<input type="checkbox"/>	Extension Cord(s)	\$10
<input type="checkbox"/>	Power Strip(s)	\$15
<input type="checkbox"/>	Only 1 at a time Game * Title: _____	\$10 - \$15
<input type="checkbox"/>	1 LCD Projector (3 available)	\$800
<input type="checkbox"/>	1 Markers, Dry Erase	\$7
<input type="checkbox"/>	1 Markers, Regular	\$7
<input type="checkbox"/>	1 PA System	\$1,000
<input type="checkbox"/>	1 PA System, Mini	\$300
<input type="checkbox"/>	Table, Portable Folding (3 available)	\$40
<input type="checkbox"/>	Tent, Canopy (7 available)	\$550
<input type="checkbox"/>	1 Wheel Of Fortune	\$300
<input type="checkbox"/>	Other: List item(s)	



DeAnza College Office of College Life Equipment

Quantity	Equipment	Estimated Value
<input type="checkbox"/>	Balloons (up to 20, only 5 on Club Day)	N/A
<input type="checkbox"/>	1 Banner, Velcro, Black	\$100
<input type="checkbox"/>	1 Banner, Velcro, Yellow	\$100
<input type="checkbox"/>	1 Banner, Velcro Letters, Red	\$100
<input type="checkbox"/>	1 Banner, Velcro Letters, White and Yellow	\$100
<input type="checkbox"/>	Only 1 at a time Cart (2 available)	\$200
<input type="checkbox"/>	1 Computer Speakers	\$25
<input type="checkbox"/>	1 Hand Truck	\$50
<input type="checkbox"/>	Microphone for SCC (2 available)	\$250
<input type="checkbox"/>	Other: List item(s)	

* See Reverse or College Life for List of Games

GAMES

CHECKOUT INSTRUCTIONS: Please fill out the **Office of College Life Equipment Checkout Form** on the reverse side of this list. In the ICC Equipment section please check Game and list the item(s) you want to check out.

These items are intended for **ON-CAMPUS USE ONLY.**

GAMES

G01	JENGA
G02	MONOPOLY
G03	TABOO
G04	TOURNAMENT DOMINOES
G05	TWISTER AND 7 MATS
G06 - G08	APPLES TO APPLES (3 sets)
G09	PICTIONARY
G10 - G14	UNO CARD GAME (5 sets)
G15	MASTER LABYRINTH
G16	TERRACE
G17	WHAT'S YOURS LIKE
G18	MONOPOLY
G19 - G20	CONNECT 4
G21	GUESSTURES
G22	TABOO