

**EQUIPMENT USAGE FORM  
For UWM Union Reservations & Event Planning Services**

I, \_\_\_\_\_, the aforesigned, fully accept responsibility for the following equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

to be used on date(s) \_\_\_\_\_

at (time) \_\_\_\_\_ in room \_\_\_\_\_

sponsored by the following: \_\_\_\_\_  
Name of Organization or University Department

The method of payment will be:

Direct charge 

Acct	Fund	Org	Program	Subclass	Bud Yr	Proj/Grant	

Foundation check

Other, Please specify \_\_\_\_\_

**PROCEDURE FOR EQUIPMENT PICKUP**

1. **Someone from your group must stay with the equipment until the equipment is picked up.**
2. **For equipment pick up, please notify Reservations & Event Planning Services at 229-4828 (Office Hours: Monday-Friday 7:45 AM - 4:30 PM) or page the Setup Staff at any of the Union's house phones by calling 4825 or 4826.**

**Leaving the equipment unattended at any time during or after the said program will leave you fully accountable and liable for the listed equipment.**

There is an equipment rental charge for University departments and Non-University Organizations. Student organizations will be charged for any equipment obtained through Library Media Services.

\_\_\_\_\_  
Group Representative (please print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dean/Dept. Chairman/Unit Business Mgr or Student  
Organization Officer (please print name and title)

\_\_\_\_\_  
Signature

Computer Input \_\_\_Yes \_\_\_No Initials \_\_\_\_\_ Date \_\_\_\_\_