

Training Equipment Request

Name of organization requesting equipment _____

Name of person responsible for equipment _____

Contact phone _____ Cell _____

Requested equipment (include number of items, example "two long backboards")

Date of request _____ Date equipment will be picked up _____

Date equipment will be returned _____

Class equipment will be used for _____

Address of class _____

Please Note:

- All requests must be submitted 30 days in advance.
- All requests must be submitted to the Training Coordinator.
- Submitting a request in no way guarantees equipment will be available.
- All classes taught at the training center will have priority.
- All equipment must be returned in clean condition.
- Agency / responsible person will be responsible for any damages other than normal use.
- All equipment must be picked up and returned during normal business hours.
- Anyone / agency not promptly returning equipment may lose the privilege of using the Training Center equipment.
- All fees (if any) must be paid promptly.
- All equipment must be checked out by Public Safety personnel.

Please Complete Equipment Check Out / In Form On Back

