

Equipment Usage Form

Reminder: Equipment Pick-Up and Drop-Off Days are Tuesdays and Thursdays

Requested Equipment: ___ Data Projector ___ Projection Screen ___ Helium Tank

Pick-Up Date: (Tues or Thurs) _____ **Return Date:** (Tues or Thurs) _____

Church / Organization Responsible: _____

Contact Name: _____ **Contact Phone:** _____

Contact Email: _____

Event For Use: _____ **Place of Use:** _____

Date of Event: _____

Person Completing Form: _____ **Today's Date:** _____

Data Projector:

Accessories (Cables) Needed:

- HDMI
- USB Type A
- USB Type B
- S-Video
- VGA (Male to Male)
- RCA (Red, Yellow, White)
- Mini-Jack (Audio)

Projection Screen:

- Large (67"x65")
- Small (36"x47")

Helium Tank:

How Many Standard Size (12") Balloons Are You Wanting To Inflate? _____

For LBA Office Use Only:

- Approved
- Not Approved

Reason if not approved: _____

Was equipment returned on date expected?

- Yes
- No

If not, why? _____

Was equipment returned with all accessories included?

- Yes
- No

If not, why? _____

Was equipment returned in good condition (normal wear and tear is to be expected)?

- Yes
- No

If not, why? _____