

Equipment Checkout Form Neighbors West-Northwest

Borrower's Name: _____

Address: _____

Community Organization: _____

Today's Date: _____

Phone: _____

Requested Equipment:

- Reusable Plates (400 available) Quantity: _____
- Reusable Cups (400 available) Quantity: _____
- Reusable Forks (400 available) Quantity: _____
- Reusable Spoons (400 available) Quantity: _____
- Reusable Knives (100 available) Quantity: _____
- Educational Display

Requested Checkout Dates: _____

Reason for Use: _____

Date of Anticipated Return: _____

Please note the following:

- Dishes are dishwasher safe.
- Equipment must be used in a responsible manner and every precaution must be taken to prevent damage.
- In the event that the equipment is lost, stolen, or damaged, the borrower must immediately notify Neighbors West-Northwest and the borrower will be held responsible for any repair or replacement costs.
- Reusable dishes must be returned clean.

By signing below, I have read and agree to the above conditions for borrowing this equipment and agree to return the equipment by the designated check-in date.

Printed Name of Borrower: _____

Signature: _____ Date: _____

Checked out by (signature of NWNW staff member or Pearl Board Member):

Check-out date and time: _____

Checked in by (signature of NWNW staff member or Pearl Board Member):

Check-in date and time: _____

Equipment returned in satisfactory condition (circle one): **Yes** **No**