Equipment/Facility Request Form

Please complete this form and return it to the Purdue Student Union Board office (PMU 268), no later than two weeks prior to the requested date to be considered.

Please print or type the following information:

Name of Organization: _____________________________________________________

Your Name: _____________________________________________________________

Position within Organization: _____________________________________________

Email Address: _________________________________________________________

Phone Number: _________________________________________________________

Date Equipment/Facility is needed: _________________________________________

Please select from the table below what assistance is needed.

<table>
<thead>
<tr>
<th>Form of Assistance</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karaoke Machine</td>
<td></td>
</tr>
<tr>
<td>PSUB Workshop</td>
<td></td>
</tr>
<tr>
<td>Bingo Equipment</td>
<td></td>
</tr>
<tr>
<td>College Bowl Buzzers</td>
<td></td>
</tr>
<tr>
<td>Projection Screen</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Please complete the following questions:

1. Describe in detail how this form of assistance will be used by your organization.

2. Describe how this form of assistance will benefit your organization and/or event.

For Office Use Only

Received By: ________________________________

Date: ________________________________

Date Contacted: ________________________________

Date Agreement Received: ________________________________

Equipment:

Pick-up Date & Time: ________________________________

Return Date & Time: ________________________________