



UNG | UNIVERSITY of NORTH GEORGIA™

CAMPUS RECREATION AND WELLNESS

Equipment Reservation Request

Requested Date and Time

Date Submitted:		Time Submitted:	
Group Name:			
Primary Contact:			
Email Address:			
Phone Number:			
Pick-up Date:	Pick-up Time:	Return Date:	Return Time:

Requested Equipment

Quantity	Equipment Type	Approval (Internal use only)

Reservation Guidelines

All equipment reservation requests must be submitted at least 48 hours prior to pick-up. Reservations cannot be changed/edited after the 48 hour window begins. Any request is subject to being denied. Reservations will be accepted on a first come, first serve basis.

I understand that completing this form does not guarantee my reservation request. All equipment must be picked up and returned during normal back office business hours. I will be responsible for signing off on the equipment type, condition, and quantity when I pick up the equipment, as well as, when I return the equipment. The Department of Campus Recreation & Wellness reserves the right to approve or deny any requests at their discretion.

Requestor Signature

Date

If you need this document in an alternate format for accessibility purposes (such as Braille, large print, audio, etc.), please contact Lesli Gray at Lesli.Gray@ung.edu or 706-864.1622