**Equipment Rental Application Form for School Clubs**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Club name |  | | | | |  | Borrowers | | Users | | |
| Period | Borrow date:  Return date: (The maximum borrowing period is up to 7 days) | | | | | Name |  | |  | | |
| Department |  | |  | | |
| S/N |  | | | | | Student ID# |  | |  | | |
| Activity Name |  | | | | | Occupation |  | |  | | |
| Location | □in campus □off campus \_\_\_\_\_\_\_\_\_\_\_ | | | | | Cellphone # |  | |  | | |
| If the borrowed equipment is lost, damaged, or destroyed. The borrower should assume the responsibility to replace the subject equipment | | | | | | | | | Signature: | | |
| Precious equipment | | Quantity | Equipment  S/N | Remark | Normal equipment | | | Quantity | | Equipment  S/N | Remark | |
| □Large TOYA | |  |  |  | □First aid kit | | |  | |  |  | |
| □Wireless MIC | |  |  |  | □Portable stereo | | |  | |  |  | |
| □Power cord | |  |  |  | □MIC | | |  | |  |  | |
| □Small TOYA | |  |  |  | □Tent umbrella | | |  | |  |  | |
| □Power cord | |  |  |  | □Folding chairs | | |  | |  |  | |
| □DV | |  |  |  | □Scroll adapter | | |  | |  |  | |
| □Battery | |  |  |  | □Multi-socket adapter | | |  | |  |  | |
| □Base | |  |  |  | □Flash light | | |  | |  |  | |
| □USB cord | |  |  |  | □Plastic chairs | | |  | |  |  | |
| □Power cord | |  |  |  | □Timer | | |  | |  |  | |
| □Digital Camera | |  |  |  | □Megaphone | | |  | |  |  | |
| □Battery | |  |  |  | □Audio cable | | |  | |  |  | |
| □USB cord | |  |  |  | □Tripod | | |  | |  |  | |
| □Power cord | |  |  |  | □Cradle head | | |  | |  |  | |
| □Memorial Card | |  |  |  | □Cart | | |  | |  |  | |
| □Projector | |  |  |  | □Aluminum ladder | | |  | |  |  | |
| □VGA cord (blue) | |  |  |  |  | | |  | |  |  | |
| □Power cord | |  |  |  |  | | |  | |  |  | |
| □Ham | |  |  |  | Reservation Stamp | | |  | | | | |
| □Headphone | |  |  |  | Reservation Records Keeper：  Data \_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| □Charger | |  |  |  |
| □Laptop | |  |  |  | Handing out：  Data \_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| □Mouse | |  |  |  |
| □Power cord | |  |  |  | Getting In  Data \_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_  ※Overdue：□No Overdue；□Overdue Days | | | | | | | |
| □external cd drive | |  |  |  |
| □Projector Screen | |  |  |  |

**□ I hereby have read *Notification on Collecting, Processing, and Utilization of Personal Data*, issued by Extracurricular Activities Guidance Section**

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