

Equipment Checkout Request Form

For City-owned Parks & Recreation equipment and/or Little League Equipment



Requester Information

Requester Name: _____ Phone: _____
Organization / Team: _____ Email: _____
Pickup Date: _____ Return Date: _____
Event / Program Name: _____
Location of Use: _____

Equipment Requested

Scoreboard Console Controller
 Battery Pack AC Charger
 Miscellaneous Equipment: _____
 Condition at Checkout: Excellent Good Fair Notes: _____

Fees & Deposits

- Scoreboard Usage Fee (per unit): \$25 per day
- Controller Refundable Deposit: \$860 (required prior to checkout)

Deposit Received: Yes No Payment Method: Check Date Received: _____

Checks payable to Westmoreland Little League.

Deposit refund issued within 7 days of verified return.

Agreement & Signatures

Borrower assumes full responsibility for the equipment during transport, storage, setup, and use until it is returned and verified by Parks staff.

Requester Signature: _____ Date: _____

Staff Approval Signature: _____ Date: _____

Equipment Return Verification

Staff Use Only



Return Details

Returned Date: _____ Returned Time: _____

Returned By (name): _____ Phone: _____

Staff Receiving: _____

Equipment Condition Upon Return

Overall Condition (select one):

Good / No Issues

Minor Damage

Major Damage

Notes / Missing Items / Damage Details:

Deposit Disposition

Deposit Returned? (Y/N): _____ Amount Returned: _____

Damage / Replacement Charges (if any): _____

Processed By (staff signature): _____ Date: _____