



Equipment/Resource BOOKING FORM – TRAININGS/EVENTS

Training/Event Requesting: _____

Name of Person booking: _____

Requested **date for pick up:** _____ Expected date of return: _____

Resources should not be out for more than 3 business days, except with special permission.

Resource	Quantity	Deposit per unit	Deposit Total
		x	
		x	
		x	
		x	

Total Deposit: _____

I authorize Edmonton Area to debit my Committee/event budget for an amount of \$_____ if units are returned late (please check with office for the correct deposit fee for the resources you are borrowing). Any damaged units will be invoiced to the renter at the full replacement value.

Name: _____ Signature: _____

Who will be picking up the resources from the Area office? (3rd floor, 11055 107th St.)
(print) _____

Please Note: Any Committee booking the **GPS Units** is responsible for ensuring that the **batteries** are replaced if necessary. It is advisable to take spare batteries with you.

Email this form to: julie@guidesedmonton.ab.ca

For office use:

Unit ID#s loaned: _____

Picked up (signature) _____

Date Deposit collected: _____ cash/cheque/credit: _____

Date returned: _____ Condition: _____

Received by: _____ *Note any problems or concerns (use back of form if necessary)