



# Equipment/Resource BOOKING FORM

Unit: \_\_\_\_\_ District: \_\_\_\_\_

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 Due:** \_\_\_\_\_

**Archery Equipment** – Tangletrees  Sandy Lake

**QAL** (for archery equipment only) \_\_\_\_\_ **Site booked:** \_\_\_\_\_

The Total Deposit Due listed above is required (please check with office for the correct deposit fee for the resources you are borrowing). Payment can be in the form of a Unit cheque which will be held and not processed. If items are returned late the deposit may be kept. Any damaged items will be invoiced to the renter at the full replacement value.

Who will be picking up the resources from the Area office? (3<sup>rd</sup> floor, 11055 107<sup>th</sup> St.)  
(Print) \_\_\_\_\_

Please Note: Any Unit or District 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: [Courtney@guidesedmonton.ab.ca](mailto:Courtney@guidesedmonton.ab.ca)

**Signature:** \_\_\_\_\_ **Todays Date:** \_\_\_\_\_

<i>For office use:</i>	
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)