

PROGRAM EQUIPMENT CHECK-OUT-ALBUQUERQUE

NAME: _____

TROOP # _____

ADDRESS: _____

DAYTIME PHONE: _____

EVENING PHONE: _____

EMAIL: _____

CHECK OUT DATE: _____

RETURN DATE: _____

TOTAL CHECK OUT TIME MUST NOT EXCEED SEVEN CONSECUTIVE DAYS.

LIST ITEMS CHECKED OUT (ATTACH ADDITIONAL SHEET IF NECESSARY)

EQUIPMENT: _____

SUPPLIES: _____

ALL SUPPLIES NEED TO BE RETURNED IN CLEAN, DRY AND GOOD CONDITION. GIRL SCOUTS OF NEW MEXICO TRAILS, INC. UNDERSTANDS THAT EQUIPMENT WILL GET WEAR BUT IT IS THE VOLUNTEER'S RESPONSIBILITY TO CARE PROPERLY FOR THE EQUIPMENT AND SUPPLIES. YOU WILL NEED TO RETURN EQUIPMENT AND LEFT OVER SUPPLIES TO THE COUNCIL OFFICE DURING THE WEEK FOLLOWING THE EVENT.

CHECK OUT: _____

VOLUNTEER SIGNATURE & DATE

STAFF SIGNATURE & DATE

CHECK IN: _____

VOLUNTEER SIGNATURE & DATE

STAFF SIGNATURE & DATE

DIGITAL CAMERAS:	Rental Deposit	\$100.00 per camera refundable deposit
SLEEPING BAGS & PADS:	Rental Fee	\$10.00 per set (plus a \$50 refundable deposit per bag)
TENTS/BACKPACKS:	Rental Fee	\$5.00 per item (plus a \$50 refundable deposit per item)
SEWING MACHINES:	Rental Fee	\$10.00 per machine (plus a \$50 refundable deposit per machine)
UNIFORM USAGE:		
Historical & Cookie:	Rental Fee	\$3.00 (plus a \$10.00 refundable deposit per uniform)
FLAG SETS:	Rental Deposit	50.00 refundable deposit per flag set

IF YOU FAIL TO RETURN AN ITEM AND ITS REPLACEMENT COSTS MORE THAN YOUR DEPOSIT, YOU WILL BE CHARGED FOR THE FULL REPLACEMENT COST!!

BASIC REPLACEMENT COSTS: (amounts are approximate and may change)

SLEEPING BAGS:	\$150	UNIFORMS:	\$25
BACKPACKS:	\$150	HULAHOOPS:	\$5
SEWING MACHINES:	\$80	WATER COOLERS:	\$40
DIGITAL CAMERAS:	\$200.00	LAPTOP:	\$600
TENTS:	\$200	FLAGS:	\$50