



## Davis Heart and Lung Research Institute Equipment Usage Agreement

Poster board and easel equipment belongs to Davis Heart and Lung Research Institute and will be counted at check-out and check-in to avoid unnecessary fees.

### Borrower Information

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Department \_\_\_\_\_  
Email Address \_\_\_\_\_  
Event Name \_\_\_\_\_  
Pick Up Date/Time \_\_\_\_\_ Return Date/Time \_\_\_\_\_

**\*\*Please note – Equipment will not be loaned without worktag information listed below.**

Cost Center \_\_\_\_\_ Fund \_\_\_\_\_ Project \_\_\_\_\_ Program \_\_\_\_\_

**Rental cost:** \$10.00 per easel

\*INCLUDES easels with legs, foam poster boards, cable ties (to attach legs to easel), hooks and moving cart

### Replacement cost for damaged or lost equipment:

Easel and legs	\$ 90.00	Hat hooks	\$ 12.00
Foam poster boards	\$ 15.00	Moving cart	\$300.00

### Quantity Requested:

Metal Easels (double sided): \_\_\_\_\_ Metal Easel Feet (2 per easel): \_\_\_\_\_  
Foam Poster Boards: \_\_\_\_\_ Hat Hooks (4 per easel): \_\_\_\_\_  
Moving Cart (1): \_\_\_\_\_

### Borrower provides:

1. **Labor** - to pick up and drop off at DHLRI, move, assemble and disassemble easels, poster boards and other supplies
2. **Push pins** - to attach posters to foam poster boards

### Please note:

1. Email transmission of this form constitutes an electronic signature.
2. Equipment must be returned in the condition that it was provided.
3. DHLRI is closed on the weekends. Equipment can only be picked up or dropped off:
  - Monday - Friday between 8:30 am and 4:00 pm

### For DHLRI Staff Use Only:

Metal Easels --	Qty Out _____	Qty In _____	Initials _____
Metal Easel Feet --	Qty Out _____	Qty In _____	Initials _____
Foam Poster Boards --	Qty Out _____	Qty In _____	Initials _____
Hat Hooks --	Qty Out _____	Qty In _____	Initials _____
Moving Cart --	Qty Out _____	Qty In _____	Initials _____