



Eastern Kentucky University  
Adventure Programs  
Equipment Rental Agreement

Resv. #: \_\_\_\_\_  
Resv. Date: \_\_\_/\_\_\_/\_\_\_  
Rental Date: \_\_\_/\_\_\_/\_\_\_  
Return Date: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_ EKU ID #: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Drivers License #: \_\_\_\_\_  
Requested Rental Dates: \_\_\_\_\_ to \_\_\_\_\_

- EKU ID
- 2<sup>nd</sup> ID
- Receipt
- Deposit
- Signed
- Time

Item Number	Equipment Description	Deposit	Rental Period	Rental Rate	Item Total	Condition		Add'l Fees
						Out	In	
Deposit Total: _____ Date Paid: _____ Staff Int'l: _____ Date Returned: _____ Staff Int'l: _____			Rental Total: _____ Date Paid: _____ Trans. #: _____ Staff Int'l: _____ Day, <b>W</b> /Eekend, <b>W</b> Week			Add'l Fees: _____ Date Paid: _____ Trans. #: _____ Staff Int'l: _____ + or - Late, Damaged, <b>L</b> Ost, Clean		

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Out: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_ a.m./p.m. Staff Initials: \_\_\_\_\_  
I received the above equipment in good condition. Any preexisting damages are listed above.  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Int'l: \_\_\_\_\_

- EKU ID
- Sign
- Inspect
- Receipt

Date Due: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_ a.m./p.m. \_\_\_\_\_ On time / \_\_\_ Late  
Date Returned: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_ a.m./p.m. Staff Initials: \_\_\_\_\_

- Inspect
- Deposit
- Fines

