

# MWR Alameda, California Materials & Equipment Check Out Form

**ALL Equipment Pick up and Drop off must be with Gym Staff located by the sign-in counter between 0700-1400 Monday-Friday.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ EMPLID: \_\_\_\_\_  
 Status: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Unit: \_\_\_\_\_ Email: \_\_\_\_\_ Location \_\_\_\_\_

**Date of Pick-up:** \_\_\_\_\_ **Date of Return:** \_\_\_\_\_

| Materials Loaned | Cost/Deposit | Items Returned |           |
|------------------|--------------|----------------|-----------|
|                  |              | QTY            | Staff INT |
|                  |              |                |           |
|                  |              |                |           |
|                  |              |                |           |
|                  |              |                |           |
|                  |              |                |           |
|                  |              |                |           |
|                  |              |                |           |
|                  |              |                |           |
|                  |              |                |           |

I acknowledge receipt of the material and understand I am responsible for all the loaned material. If materials are lost, stolen or damaged, I am responsible for repayment or replacement of the material. In addition, all items will be returned cleaned. Table cloths are to be washed **clean** and folded.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
**(MWR Staff Only)**

**I CERTIFY ALL ITEMS ABOVE HAVE BEEN RETURNED AND ACCOUNTED FOR:**

PRINTED NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_