



Date Reservation was Taken:

Reservation Taken By:

LOAN AGREEMENT RULES AND REGULATIONS

The following loan agreement is for items being checked out on _____ (date).

1. I _____ (name) am responsible for any **damage** that may occur while item(s) are checked out to me, and I agree to make **immediate compensation** for any damage and/or cost to replace item(s).
2. All items **MUST** be **returned clean in the same shape as rented**.
3. All items **MUST** be ready for inspection by SMP staff member upon return.
4. All checked out items must be returned on _____ (date) between _____ (time) and _____ (time) after the event. **Failure to return items by the prescribed time can result in a charge.**
5. Improper use or operation of items is **STRICTLY PROHIBITED**.

CUSTOMER CHECK OUT

PRINT NAME

DATE

RANK/GRADE

SIGNATURE

UNIT

PHONE

NUMBER OF UNIT PARTICIPANTS

EMAIL

SMP EMPLOYEE CHECKING OUT:

NAME:

DATE

INT. RECTRAC

CAC USED

CUSTOMER CHECK IN:

PRINT NAME

DATE

RANK/GRADE

SIGNATURE

UNIT

PHONE

SMP EMPLOYEE CHECKING IN:

NAME:

DATE

RECTRAC: _____ YES

_____ NO

Please Fill in your Requested Quantity

Out	In	Inv.	Item	Qty. Requested	Out	In	Inv.	Item	Qty. Requested
☐	☐		12 Basketball		☐	☐		2 Igloo (Water Cooler)	
☐	☐		7 Bats (Baseball bats)		☐	☐		1 Inflatable Theater	
☐	☐		6 Bats (Wiffle bats)		☐	☐		1 Kan-Jam	
☐	☐		1 Bocce Ball		☐	☐		8 Kickball	
☐	☐		2 Boogie Board		☐	☐		1 Ladder Ball (metal)	
☐	☐		9 Camping Chair		☐	☐		3 Ladder Ball (plastic)	
☐	☐		1 Canopy (large)		☐	☐		2 Mashball	
☐	☐		1 Canopy (small)		☐	☐		1 Pennies - (2 team colors, 1 color each)	
☐	☐		15 Corn Holes Sets		☐	☐		1 Perfect Pitch	
☐	☐		1 Crossnet		☐	☐		12 Pool Noodles	
☐	☐		4 Dodgeball		☐	☐		3 Rubber Sports Bases (sets)	
☐	☐		6 Extension Cords		☐	☐		1 Score Tower	
☐	☐		3 Fishing Pole		☐	☐		4 Soccer Ball	
☐	☐		6 Flag Football Sets		☐	☐		2 Spikeball	
☐	☐		7 Football		☐	☐		6 Tackle Box	
☐	☐		30 Frisbees		☐	☐		1 Tents (3-person tent)	
☐	☐		7 Giant Connect 4		☐	☐		1 Tents (6-person tent)	
☐	☐		9 Giant Jenga		☐	☐		18 Traffic Cones	
☐	☐		9 Horseshoe Set		☐	☐		3 Tug-of-War	
☐	☐		6 Hula Hoops		☐	☐		8 Volleyball	
☐	☐		12 Hydro Pump		☐	☐		3 Water Guns	
☐	☐		4 Igloo (Ice Chest)		☐	☐		4 Yard Yahtzee	