

**Steel Rivers COG
REQUISITION FOR SHARED RECREATION EQUIPMENT
2023 SEASON**

Municipality:	
Name of Event:	
Date(s) of Event:	
Contact Person:	Phone:
Date of Pick-Up:	Date of Return:

EQUIPMENT AVAILABLE	QUANTITY	QUANTITY REQUESTED
Steel Frame Tent (15' x 15')	1	
Steel Frame Tents (15' x 20')	2	
Steel Folding Chairs	98	
AluLite Folding Tables (8')	13	
Hot Thermal Drink Dispensers (5 gallon)	2	
Coffee Maker (101 Cup)	1	

REQUIREMENTS

1. Municipality is responsible for transporting the equipment to and from the event site.
2. Municipality is responsible for the equipment, which includes reimbursement to the SRCOG for repair of all damages and/or replacement cost of any stolen or missing equipment from the time of pick-up to the time of return. Official count will occur before and after each event.
3. The SRCOG will provide the Municipality with information on the use of all equipment upon request.

Our Municipality hereby completely understands and will comply with the above requirements on the use of the Shared recreation Equipment and take responsibility for its use on behalf of the Municipality.
(Both Signatures Required)

Authorized Signature:	Date:	Attest: (Municipal Secretary/Manager)	Date:
X		X	
Print Name:		Print Name:	

OFFICIAL USE ONLY

_____ The Equipment was returned in satisfactory condition. **NOTES:** Tent canvas must be returned completely dry.
 _____ The Equipment was damaged or missing. (See Attached Report)

SRCOG Executive Director