

**Steel Rivers COG
REQUISITION FOR SHARED RECREATION EQUIPMENT
2026 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')	2	
Steel Frame Tent (20' x 20')	2	
Steel Folding Chair	97	
AluLite Folding Table (8')	13	

REQUIREMENTS

1. The Municipality listed above is responsible for transporting the equipment to and from the SRCOG building.
2. The Municipality listed above is responsible for the equipment, which includes reimbursement to the SRCOG for repair of all damages and/or replacement cost of any missing equipment from the time of pick-up to the time of return. Verification will occur during pick up and return of equipment.
3. The Municipality listed above is to notify SRCOG promptly if the date of pick up or drop off should change.
4. Please be advised that SRCOG has not permitted equipment exchange between municipalities. Any equipment exchange, without approval from the SRCOG office, will be the responsibility of the Municipality listed above. This includes, but is not limited to, damaged and/or missing items.
5. The SRCOG will provide the Municipality listed above 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