

# CALGARY AREA P.R. EQUIPMENT LOAN FORM



Name AND iMIS # of Guider picking up equipment:

Date of Event:

Pick Up Date:

Return Date (\*\*must be 2 days after the event date\*\*):

- White Cotton Gloves \*\* for parades/colour party
- Navy blue GGC trefoil windbreaker jackets
- 10' long GGC blue tablecloth
- Cookie Signs
- Blank GG Sandwich Board
- 'Join Today' Floor-Base Banners
- Velcro-style tri-fold presentation boards
- Flag Bag/Poles: each bag contains 1 Canada, 1 World, 1, Guides Canada, 1 Provincial  
\*\*flag bags may not be separated, the loan-out includes all 4 flags/poles
- Hoisting Flags \*\*World and Canada and Guides Canada hoisting flags available
- Otter-B Mascot Costume \*\*Only Adults and/or Rangers who complete formal mascot training can borrow this item
- Jeopardy-style spinning wheel
- White Cowboy Hats \*\*for Stampede events
- Chocolate & Vanilla Cookie Costume
- PR Kit \*\*contains give-aways/décor for a booth/table
- Flag Stands
- Parade or Decorative Banners
- Country Flags from Around the World

Date and Signature of Guider on pick up day: \_\_\_\_\_

**Use of Equipment:** The above listed equipment is FREE to borrow and shall only be used for Girl Guide events or on Girl Guide properties. The equipment shall not be altered or modified and will be returned in a complete, undamaged and clean condition. The equipment will be used in accordance with the manufacturers recommendations and with appropriate supervision of minors using the equipment. I, the above signed, agree to ensure the equipment is used in a good and careful manner. I agree to pay for repairs necessary due to damage caused while I was in possession of the item(s) (normal wear and tear excepted). I will be responsible for returning the items(s) no later than 5 pm on the return date specified above. I will not loan the item(s) to other parties. In the event of loss or theft, I will notify Girl Guides Calgary Area as soon as possible.

## TO BE COMPLETED BY OFFICE STAFF:

Date Returned:

Received By:

All items to be opened or out of bag/package and shown to office staff for quality check

Excellent Condition

Missing Items

Damaged

Details \_\_\_\_\_

