

# CALGARY AREA PR EQUIPMENT LOAN FORM



Guider Name: \_\_\_\_\_ iMIS #: \_\_\_\_\_

Event Date: \_\_\_\_\_ Pick up Date: \_\_\_\_\_

Return Date (must be two days after event date): \_\_\_\_\_

✓	Item Name	Notes	# Needed	ID #
	<b>PR Kit</b>	Contains giveaways and décor for a booth or table		
	<b>GGC Blue Tablecloth</b>	10' long		
	<b>Join Today Floor Base Banners</b>			
	<b>Parade or Decorative Banners</b>			
	<b>Flag Stands</b>			
	<b>Flags from Around the World</b>			
	<b>Flag Bag/Poles</b>	Bag contains one Canada, one World, one Guides Canada, one Provincial flag (may not be separated)		
	<b>Hoisting Flags</b>	World, Canada and Guides Canada flags		
	<b>Otter B Costume</b>	Only for adults or Rangers who complete formal training		
	<b>Cookie Costume</b>			
	<b>Cookie Sandwich Boards</b>	Office staff to note ID# of each sign		
	<b>Blank GGC Sandwich Boards</b>	Office staff to note ID# of each sign		
	<b>GGC Jerseys</b>	24 available		
	<b>Windbreaker Jackets</b>	Navy blue GGC Trefoil		
	<b>White Cotton Gloves</b>	For parades and colour parties		
	<b>White Cowboy Hats</b>	For Stampede events		
	<b>Jeopardy-Style Spinning Wheel</b>			

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 am 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:

