**Canaccord Learning Commons  
CUS Equipment Request Form**

***\*\* Important!*** *The contact person should pick up the equipment on time with his/her UBC card. This person is personally responsible for the equipment listed. Fines will be charged to his/her UBC account if the equipment is returned late, damaged, or is lost. He/she will be required to sign an agreement upon equipment pickup.*

|  |  |
| --- | --- |
| **CUS Student Organization** |  |
| **Name of Event** |  |
| **Name of Student Contact** |  |
| **Email of Student Contact** |  |
| **Pick Up Date** |  |
| **Pick Up Time** |  |
| **Return Date** |  |
| **Return Time** |  |

|  |  |
| --- | --- |
| **Equipment (refer to** [**mybcom.sauder.ubc.ca/know-sauder/clc/book-and-equipment-borrowing**](https://mybcom.sauder.ubc.ca/know-sauder/clc/book-and-equipment-borrowing) **)** | **Quantity** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |
| **7.** |  |

**Please complete this form accurately and submit no less than 2 business days before pick-up date.** We will confirm your equipment request via email within 2 business days. The request is not final until you receive a confirmation. If you have not heard back from us in 2 days, please let us know. Thank you for your patience.