

## Columbia Parks & Recreation Recreation Equipment Checkout

Your name \_\_\_\_\_ Checkout date \_\_\_\_\_

Business/Group name, if any \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

**Indicate which items you would like to reserve:**

Picnic kit \_\_\_\_\_ \$15.00                      Volleyball & net \_\_\_\_\_ \$10.00  
*(includes volleyball, net, football, 2 Frisbees, softball, bat)*

**Total rental fee due today \$ \_\_\_\_\_                      Total refundable deposit fee due today \$20**

**Please be aware of the following guidelines:**

1. Equipment is rented on a 24-hour basis (Friday checkouts must be returned on Monday). A fee for an additional day(s) rental will be charged on equipment brought back after the due date.
2. A \$20 deposit (check, cash or credit card number) is required to rent equipment. This deposit needs to be a separate payment from the equipment payment. You will get your deposit back when the equipment is returned the next business day.
3. Lost or damaged equipment will be handled one of several ways. You may choose to: a) let Columbia Parks & Recreation keep your deposit (you will be required to make up the difference if the replacement cost is more than the deposit); b) buy new equipment to replace the lost or damaged equipment and get your deposit back at that time; c) pay a replacement fee and get your deposit back. Replacement costs are as follows:

Football	\$15.00	Volleyball	\$15.00
Softball	\$3.00	Volleyball Net	\$30.00
Frisbee	\$3.00	Bat	\$16.00

**Your equipment is due to be returned: \_\_\_\_\_ by 5:00pm    Date returned: \_\_\_\_\_**

\_\_\_\_\_  
Please print name

Signature \_\_\_\_\_ Date \_\_\_\_\_ PR staff initials \_\_\_\_\_