

Forest Lakes Owners Association
1111 Merzville Rd., Forest Lakes, AZ
Mailing address: P. O. Box 1513, Forest Lakes, AZ 85931
www.floa.org floanews@cox.net



EQUIPMENT USAGE REQUEST

Date of Request: _____

Requester's Name: _____

Phone: _____ Email: _____

Check out date: _____ Return date: _____

Items available to reserve:

| | | |
|---------------------------------------|-----------------|----------------|
| 6' folding tables - - - - - | Quantity: _____ | Inventory: 35 |
| Folding metal chairs - - - - - | Quantity: _____ | Inventory: 180 |
| Large Coffee Urns (100 cup)- - - - - | Quantity: _____ | Inventory: 4 |
| Igloo coolers (5 gallons)- - - - - | Quantity: _____ | Inventory: 5 |
| Folding Easel – white board - - - - - | Quantity: _____ | Inventory: 1 |

Other _____

- Items are available for check-out by local organizations and FLOA members for personal events.
- User is required to pick up and return items at the Community Center unless other arrangements are made.
- Coffee pots and Igloo's must be returned cleaned and dry.
- Please return all equipment in the same condition as you received it.
- No charge for usage but donations are welcome and appreciated.
- Any donations go toward the continual upkeep and replacement of inventory.
- Users are responsible to replace any damaged inventory beyond reasonable repair.

Signature: _____

Equipment Coordinator:

Judy Summers, Events Coordinator

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