PRE-FLIGHT CHECKLIST					FOR OFFICE USE ONLY			DO NOT WRITE IN THIS SECTION			
1st Appt..	2nd Appt.	3rd Appt.	Shops Appr.	Faculty Appr.	Email/Phone	Signature		Spec. Hdlg	Staff Hire Req.	Insurance?	Dry Clean Req.
☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐

Property Loan Agreement

California State University, Los Angeles A&L Productions
5151 State University Drive, Los Angeles, CA 90032 323.343.4133

Production/Project Name: _____
Course Name and Number: _____
Course Instructor or Faculty Adviser: _____

Location of Event: _____
Department Sponsor: _____

Name of Borrower: _____ Student ID#: _____

Cell Phone: _____ Email: _____

1st Appointment (Request & Stock Search): _____
2nd Appointment (Equipment Pick-up): _____
3rd Appointment (Equipment Return): _____

Rental Fee: _____ ☐ Waived
Waiver Justification: _____
_____

QTY	Item Description	√

QTY	Item Description	√

(Please do not authorize a BLANK form!)

Faculty Authorization: _____

A&L Productions Authorization(s): _____

The borrower agrees to arrange transport of items to and from their storage locations. Please provide sufficient crew to transport heavy items up and down stairs! Items not returned to their appropriate storage locations will incur a re-stocking fee.

Borrower's Signature:_____ Date:_____

A&L Productions Return Signature: _____ Date:_____

RETURN CHECKLIST					FOR OFFICE USE ONLY			DO NOT WRITE IN THIS SECTION			
Returned	Cleaned	Returned to Storage	Complete	Shops Appr.				Restocking Fee	Cleaning Fee	Late Fee	Damaged
☐	☐	☐	☐	☐				☐	☐	☐	☐