

Town of Jacksonport

Equipment Usage Request Form

It is mandatory that you reserve your equipment needs prior to removal from Town premises. You can do this by calling Tom Wilson at 920-309-0050, or Elissa Taylor (at the Clerk's office MWF 9 to noon) at 920-823-8136.

Your Name: _____

Address: _____

Phone: _____

Equipment Requested:

Picnic Tables: How Many? _____ Which Numbers _____

Bleachers: How Many? _____ Which Numbers _____

Tables: How Many? _____ Which Numbers _____

Chairs: How Many? _____ Which Numbers _____

Pickup Date: _____

Return Date: _____

All equipment borrowed will be cleaned and returned in the condition it was received. Borrower will be held financially responsible for any damage to equipment used and also for any additional cleaning or repairs needed to be done by town Maintenance upon return of equipment.

Signed: _____ **Date:** _____

Please leave your completed form at the Clerk's office MWF 9 to noon, or, in the event the Town Hall is closed, you may leave your completed form in the small mail box to the right of the town hall door.

Equipment checked by: _____ **Date:** _____