



# BORROWED EQUIPMENT FORM

Thank you for your willingness to lend equipment for use during a Handbell Musicians of America sponsored or endorsed event. These events could not exist without generosity such as yours. To help communicate and identify equipment being loaned, please provide the information requested below. Handbell Musicians of America, Inc. carries complete insurance coverage which will cover all equipment while in the custody, care and control of Handbell Musicians of America or its representative.

## Area 4

**ORGANIZATION NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **MEMBER # :** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE: DAY:** (\_\_\_\_) \_\_\_\_\_ **EVENING:** (\_\_\_\_) \_\_\_\_\_

**CELL PHONE:** (\_\_\_\_) \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**COMMITTEE/INDIVIDUAL THAT APPROVED THE LOAN:** \_\_\_\_\_

**EQUIPMENT ON LOAN:** (use back of form if necessary)

Item Description	Manufacturer	Serial Number	Quantity	Replacement Value

**EQUIPMENT IS LABELED WITH:** \_\_\_\_\_

(i.e. red ribbons, blue dots, name on case, etc.)

**CONDITION OF EQUIPMENT ON PICK-UP:** \_\_\_\_\_

(Please note any breaks, tears, marks, missing items, etc.)

**HMA, INC. REPRESENTATIVE INITIALS** \_\_\_\_\_ **LENDER'S INITIALS** \_\_\_\_\_

**CONDITION OF EQUIPMENT ON RETURN:** \_\_\_\_\_

(Please note any breaks, tears, marks, missing items, etc.)

**HMA, INC. REPRESENTATIVE INITIALS** \_\_\_\_\_ **LENDER'S INITIALS** \_\_\_\_\_

**PICK-UP TIME AND PLACE:**

**RETURN TIME AND PLACE:**

\_\_\_\_:\_\_\_\_ am/pm \_\_\_\_\_

\_\_\_\_:\_\_\_\_ am/pm \_\_\_\_\_