

GCAC Request Form for Equipment and/or Tools

1. When not in use, the equipment and/or tools are available for activities related to GCAC events/programs.
2. Please electronically submit your request to welcomed@gcacmd.org to ensure your needs can be met. There is no guarantee the requested items will be available. **FIRST COME, FIRST SERVE BASIS.**
3. Ensure that all items/accessories are returned in working order. Let a BOT member know if you experience any problems.

General Information	Type or write below
Requester's name	
Phone number	
E-mail	
Event supported	
Event sponsor	
Place of event	
Pick up date/time	
Return date/time	

Equipment and/or Tools	Qty Requested	Yes	No	If no, comment?
Overhead Projectors				
Laptop				
DVD Player				

Approved:
Note: