

## **Faculty Equipment Reservation Form**

To reserve a piece of equipment for a specific date and time please provide the following information, save your completed form and email as an attachment to: stella.freeman@kc.edu

Name \_\_\_\_\_

Email \_\_\_\_\_

Equipment Requested

\_\_\_\_\_

Day and Date Needed

\_\_\_\_\_

Pick Up Time

\_\_\_\_\_

Return Time

\_\_\_\_\_