



**NORTHEAST COALITION
OF NEIGHBORHOODS**

Equipment Rental Application

Enter your contact information, requested equipment, and preferred pick-up/return time below and return to NECN. To ensure availability, NECN requests one week advance notice. All NECN events and sponsored events will receive priority. **A NECN staff member will verify availability and dates/time for equipment pick-up and return.**

NECN requests a donation fee per piece of equipment, as suggested below, to support ongoing maintenance and replacement of equipment. We do not currently require donations from the neighborhood associations within our coalition area.

Contact

Name	Organization/Neighborhood	Event Date
Phone	Email	

Equipment Request

Item	Quantity Available	Suggested Donation (each)	Quantity Requested	Donation
Canopy (10'x10')	2	\$20.00		
Weights for Canopy	10	\$1.00		
Table	4	\$5.00		
Chair	5	\$1.00		
Laptop	1	\$10.00		
Projector	1	\$10.00		
Video Screen (144" HD)	1	\$40.00		
Flip Chart/Dry Erase Easel	2	\$5.00		
Barricades	12	\$5.00		
Barricade Lights	6	\$1.00		
Cash Box	1	\$1.00		
Total				\$

Donations are due at time of pick up. We accept cash (exact amount, no change available), money order, or check made payable to NECN. Renters will be subject to a \$35 fee for returned checks.

Agreement

1. Borrower assumes sole liability for any injuries or damages sustained by himself/herself and/or to others while using this equipment.
2. The borrower whose contact information is listed is responsible for the cost of lost, stolen, or damaged equipment.
3. Equipment will be picked up and returned promptly on the agreed upon date & time; default pick up and return is within 1 business day of the event.
4. Borrower acknowledges NECN office hours (Monday-Thursday 10:00am-5:00pm) and office contact information (503.388.5004, info@necoalition.org).

Preferred Pick-up Date/Time (Mon.-Thurs. 10:00am-5:00p): _____

Preferred Return Date/Time (Mon.-Thurs. 10:00a-5:00p): _____

Acceptance

By signing below, borrower acknowledges the agreement items above.

Signature

Date

OFFICE USE ONLY: Available: Y N Confirmed w/Borrower Calendared Initials: _____

Scheduled Pick-up: _____ Scheduled Return: _____ Returned Condition: _____