| PRE-FLIGHT CHECKLIST | | | | | | | FOR OFFICE USE ONLY | | | | DO NOT WRITE IN THIS SECTION |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1st Appt.. | 2nd Appt. | 3rd Appt. | Shops Appr. | Faculty Appr. | Email/Phone | Signature | | Spec. Hdlg | Staff Hire Req. | Insurance? | Dry Clean Req. |
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ |

# Property Loan Agreement

California State University, Los Angeles A&L Productions
5151 State University Drive, Los Angeles, CA 90032 323.343.4133

Production/Project Name: _____ Location of Event: _____
Course Name and Number: _____ Department Sponsor: _____
Course Instructor or Faculty Adviser: _____

Name of Borrower: _____ Student ID#: _____
Cell Phone: _____ Email: _____

1st Appointment (Request & Stock Search): _____ Rental Fee: _____ ☐ Waived
2nd Appointment (Equipment Pick-up): _____ Waiver Justification: _____
3rd Appointment (Equipment Return): _____ _____

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**(Please do not authorize a BLANK form!)**

Faculty Authorization: _____
A&L Productions Authorization(s): _____

The borrower agrees to arrange transport of items to and from their storage locations. Please provide sufficient crew to transport heavy items up and down stairs! Items not returned to their appropriate storage locations will incur a re-stocking fee.

Borrower's Signature:_____ Date:_____
A&L Productions Return Signature: _____ Date:_____

| RETURN CHECKLIST | | | | | FOR OFFICE USE ONLY | | | | DO NOT WRITE IN THIS SECTION |
|---|---|---|---|---|---|---|---|---|---|
| Returned | Cleaned | Returned to Storage | Complete | Shops Appr. | | Restocking Fee | Cleaning Fee | Late Fee | Damaged |
| ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ |