

Sports Equipment Loan Form

A. Particulars of Applicant

Name of Applicant: _____ Application Date: _____
 Organisation: _____ Designation: _____
 Function/Purpose: _____ Venue: _____
 Address: _____
 Contact No.: _____ Email: _____
 Date of collection: _____ Date of return: _____

B. Equipment for Loan

Non Chargeable Items

Items	Qty	Items	Qty	Items	Qty
9" Cone		Soccer Ball		NUS Flag	
30" Cone		Volleyball Ball		Portable Scoreboard	
Basketball Ball		Baton		Red Flag	
Handball Ball		Frisbee		Safety Vest	
Netball Ball		Ice Box		Water Dispenser	
Rugby Ball		Light Baton			

Chargeable Items

Chargeable Items & Rental Fees*				
Items	Qty	**Schools/ #NSAs	Others	Remarks
Hand-held Stopwatch		\$5.00 per day	\$10.00 per day	
Loud Hailer		\$15.00 per day	\$30.00 per day	Does not include battery

*Rental fee charged is by day (part thereof), and it starts from date of borrow till date of return. Fee does not include delivery and transportation.

**Schools include all schools under MOE, NUS Clubs, Societies, faculties and department.

#NSAs - National Sports Associations.

C. Declaration

I have read the attached Terms & Conditions with regards to the Sports Equipment Loan and will agree to abide by them.
 I acknowledge receipt of the above equipment in good condition and agree to replace/pay for any lost or damaged items.

 Signature of Applicant

 Date

D. Terms & Conditions

1. All requests must be made at least **7 working days** but no more than **1 month** in advance on prescribed form obtainable at Facility Office of the Sports & Recreation Centre (SRC) or online at the link: <http://www.nus.edu.sg/osa/sports/fac/loan equip.htm>.
2. Collection of equipment is to be done at a date pre-arranged with the officer-in-charge who issues the equipment.
3. The applicant is advised to check all equipment before leaving the Facility Office.
4. Any damage or loss of equipment must be reported to the SRC in writing.
5. He/she should replace all equipment damaged or lost immediately.
6. The equipment loaned is to be returned to SRC Facility Office on the date stated.
7. The borrower/organisation may be suspended from future loans if he/she/the organisation is found to have misused the equipment.
8. The SRC reserves the rights to cancel any request or withdraw the loan at any time without prior notice.

E. Collection & Return

Name of Person Collecting	NRIC / Matric / Staff No.	Signature & Date
Name of Person Returning	NRIC / Matric / Staff No.	Signature & Date

Payment for Chargeable, Lost or Damaged Equipment

Cash / NETs #	Amount (\$):
Cheque No. #	

Delete if not applicable

For Official Use Only		
Application No:	Receiving Officer:	<input type="checkbox"/> Returned (Date):

F. Estimated Cost of Equipment (subject to change)

Non Chargeable Items

Items	Price
9" Cone	\$5 / pc
30" Cone	\$20 / pc
Basketball Ball	\$20 / pc
Handball Ball	\$17 / pc
Netball Ball	\$13 / pc
Rugby Ball	\$18 / pc

Items	Price
Soccer Ball	\$15 / pc
Volleyball Ball	\$15 / pc
Baton	\$5 / pc
Frisbee	\$10 / pc
Ice Box	\$70 / pc
Light Baton	Vendor's Quote

Items	Price
NUS Flag	\$20 / pc
Portable Scoreboard	\$20 / pc
Red Flag	\$20 / pc
Safety Vest	Vendor's Quote
Water Dispenser	\$60 / pc

Chargeable Items

Items	Price
Hand-held Stopwatch	\$60 / pc
Loud Hailer	\$60 / pc