

**ILLINOIS IN A BOX**  
**Check-out and Check-in Procedure**

You are responsible for items on loan from Public Affairs. Normal wear and tear is expected, but items must be returned in a condition suitable for future use. This notation of the condition of items at check-out is your protection against being charged for pre-existing damage. Please read it carefully.

<u>Items on Loan</u>	<u>Number on Loan</u>	<u>Condition of Item at Check-out</u>	<u>Items Checked-in</u>	<u>Number Checked-in</u>	<u>Condition of Item at Check-in</u>
<input type="checkbox"/> Column I Tablecloth			<input type="checkbox"/>		
<input type="checkbox"/> Column I Flag			<input type="checkbox"/>		
<input type="checkbox"/> Retractable Banners <input type="checkbox"/> Altgeld <input type="checkbox"/> I-Mark <input type="checkbox"/> Illini Union <input type="checkbox"/> Alma Mater/Video Backdrop <input type="checkbox"/> 2 side panels			<input type="checkbox"/>		
<input type="checkbox"/> Fold Away Easels			<input type="checkbox"/>		
<input type="checkbox"/> Box of office supplies			<input type="checkbox"/>		
<input type="checkbox"/> Plexiglas 8½ X 11 Displays			<input type="checkbox"/>		
<input type="checkbox"/> Cap and Gown			<input type="checkbox"/>		
<input type="checkbox"/> Athletic Jerseys			<input type="checkbox"/>		
<input type="checkbox"/> Ron Zook cut out display			<input type="checkbox"/>		
<input type="checkbox"/> Raffle ticket box			<input type="checkbox"/>		
<input type="checkbox"/> Marching Illini CDs/Boombbox			<input type="checkbox"/>		
<input type="checkbox"/> Illinois DVDs			<input type="checkbox"/>		
<input type="checkbox"/> Illinois Convocation Video			<input type="checkbox"/>		
<input type="checkbox"/> First Ten Minutes (PowerPoint on CD)			<input type="checkbox"/>		
<input type="checkbox"/> Rolling storage/shipping bin			<input type="checkbox"/>		

By signing this agreement, I submit that I have identified loan items that are my responsibility and noted any unusual damage that apply to those items. I agree to pay any fees assessed by Public Affairs for equipment that is damaged or lost.

Signature of Renter at Check Out/Reserve: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this agreement, I submit that I have checked-in all items on loan and noted any unusual damage or loss. I agree to pay any fees assessed by Public Affairs for equipment that is damaged or lost.

Signature of Renter at Return of equipment: \_\_\_\_\_ Date: \_\_\_\_\_