

# Complete Streets Equipment Library Equipment Checkout Request Form



## Instructions:

To request the use of equipment included in MORPC's Complete Streets Equipment Library, please complete this form and return it to the staff listed below.

## Contact Information:

Borrowing Agency:

Representative Name:

Representative Title:

Phone Number:

Email Address:

## Checkout Details:

Toolkit Items Requested:

## Dates Borrowed:

Start:

End:

Purpose for Borrowing Equipment:

## Conditions:

- I understand that this equipment was purchased with funds from a grant from the Ohio Department of Health.
- I will install the equipment in an inconspicuous location to minimize the probability of theft or vandalism.
- I will inform my police department about the equipment to minimize concerns about unknown devices.
- I will secure the equipment with, at a minimum, the locks, boxes and other security devices provided by MORPC.
- I will provide MORPC with photographs and approximate coordinates of the specific location of each piece of equipment borrowed using the provided form.
- I will return the equipment to MORPC by the "End" date specified above.
- I understand that my agency may be required to replace any lost, stolen, or damaged equipment or parts thereof.

Signature:

Date: