

VILLAGE OF BENTLEYVILLE

RENTAL REQUEST FORM

TODAY'S DATE:	DATE/TIME ITEM(S) NEEDED:	DATE ITEM(S) PICKED UP:	
NAME/GROUP:		SIGNATURE OF RESPONSIBLE PARTY:	
ADDRESS:		MAIN PHONE:	SECONDARY PHONE:
ITEM(S) NEEDED:	QUANTITY:	CONDITION:	
EMPLOYEE CHECKING OUT ITEMS:		CONDITION OF ITEM(S) BEING CHECKED OUT:	
REMARKS:			

DATE OF RETURN:	NAME OF PERSON RETURNING ITEM(S):	SIGNATURE OF PERSON RETURNING ITEM(S):	
EMPLOYEE RECEIVING/INSPECTING ITEM(S):		ALL ITEM(S) RETURNED? <input type="checkbox"/> YES <input type="checkbox"/> NO (explain in remarks)	
ITEM(S) BEING RETURNED:	QUANTITY:	CONDITION:	
REMARKS:			