

VILLAGE OF BENTLEYVILLE

RENTAL REQUEST FORM

TODAY'S DATE:	DATE/TIME ITEM(S) NEEDED:	DATE ITEM(S) DELIVERED:	
NAME/GROUP:		SIGNATURE OF RESPONSIBLE PARTY:	
ADDRESS:		MAIN PHONE:	SECONDARY PHONE:
ITEM(S) NEEDED:	QUANTITY:	CONDITION:	
EMPLOYEE DELIVERING ITEMS:		CONDITION OF ITEM(S) BEING DELIVERED:	
REMARKS:			

DATE PICKED UP:	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:			