



# DOUGLAS DDA EQUIPMENT CHECK-OUT

The City of the Village of Douglas

86 W. Center St.  
Douglas, MI 49406  
269-857-1438

Office Use

Returned To:

Date:

Condition:

NAME OF PERSON REQUESTING EQUIPMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EQUIPMENT WILL BE USED AT (LOCATION): \_\_\_\_\_

EQUIPMENT REQUESTED:

CHAIRS       QUANTITY      DESCRIPTION: \_\_\_\_\_

TABLES       QUANTITY      DESCRIPTION: \_\_\_\_\_

OTHER  
\_\_\_\_\_

PICK UP DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RETURN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

I agree to return all equipment promptly and in the same condition as when borrowed. I understand that if any equipment has been damaged or deemed in need of replacement I will be charged appropriately.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

It is the policy of the Douglas Downtown Development Authority (DDA) to allow equipment to be used by businesses and non-profit organizations holding events in Downtown Douglas in order to facilitate successful events in downtown that further the DDA's goals. Equipment is not to be borrowed for personal use.