

Equipment Reservation Form

Use this **equipment reservation form** sample to streamline the booking process and ensure clear communication. It includes essential usage terms to protect both the user and the provider. This form helps manage equipment availability efficiently and sets expectations for responsible use.

1. User Information

Full Name:

Email Address:

Department/Group:

2. Equipment Details

Equipment Name:

Serial/ID Number:

Purpose of Use:

3. Reservation Period

From (Date & Time):

To (Date & Time):

4. Additional Notes

Notes/Special Requests:

Usage Terms

1.

The equipment must be used only for the stated purpose and within the approved period.
2.

The user is responsible for the care and proper handling of the equipment during the reservation.
3.

Any damage, loss, or malfunction must be reported immediately.
4.

The equipment must be returned in clean and operational condition at the end of the reservation.
5.

Late returns or misuse may result in penalties, suspension of reservation privileges, or repair/replacement charges.
6.

By signing below, you agree to abide by all usage terms and institutional policies regarding equipment use.

☐

I agree to the above terms.

Signature:

Date:

Submit Reservation