



*The Lodge*

@Odd Fellows Hall

**Hall Equipment Request Form**

To be filled out by the Applicant if equipment will be needed at the Event. Completed request must be submitted to the Hall Board Representative at least seven (7) days in advance of the Event.

**(Please Print Clearly)**

Today's Date: \_\_\_\_\_

Lodge Affiliation: [ ] IOOF [ ] Rebekah [ ] Encampment [ ] Canton

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Lower Hall \_\_\_\_\_ Upper Hall

Equipment needed at the Event:

- Big Screen TV (120") ( ) Yes ( ) No
- Audio/Sound System w/ Computer input ( ) Yes ( ) No
- Microphone(s) (wireless or corded) ( ) Yes ( ) No \_\_\_\_\_ How Many?
- HDMI Video Projector w/Internet Access ( ) Yes ( ) No
- BlueRay DVD Player ( ) Yes ( ) No
- Stage Lights (UH Only) ( ) Yes ( ) No
- Music Equipment (UH Only) ( ) Yes ( ) No

I accept full responsibility for this equipment:

\_\_\_\_\_  
Signature of Applicant Date: \_\_\_\_\_

**Approved By:**

Name of Hall Board Representative: \_\_\_\_\_

Signature of Hall Board Rep: \_\_\_\_\_ Date: \_\_\_\_\_

(If person requesting use of the equipment is a Hall Board member, they cannot approve their own request)