The Winnebago County 4-H Sound System is available to check out by certified 4-H leaders to be used at 4-H activities/events.
The person who checks out the sound system will be held responsible for its safe use and return by agreeing to the statements
listed below.

**Contact Information:**

|  |  |  |
| --- | --- | --- |
| Name: | Pick-up Date: | Phone: |
| Email: |
| Brief description of activity where sound system will be used: |

**PLEASE READ and INITIAL:**

|  |  |
| --- | --- |
|  | I will provide a deposit of $50 at time of checkout |
|  | I agree to pick up the sound system on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  |  I have completed the inventory list with Extension Staff on the back of this form, verifying all equipment I have checked out. *(Inventory will be completed again upon return)* |
|  | I understand that I am responsible for the sound system, its travel, safe use, and return. |
|  | I agree to keep the sound system locked up if I have it checked out overnight. Please keep equipment out of extreme heat or extreme cold. Bring inside a building or home when possible. |
|  | I agree to return the sound system by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  | If equipment is lost, damaged, or not returned, I understand I am responsible for actual cost of replacement or repair\* *Replacement costs are listed on the back* |
|  | **\*** *Leaders may pass additional charges on to their group/fundraiser if appropriate, however it is still the responsibility of the Leader who checked out the equipment to collect money from their group. Contact the 4-H Program Coordinator with questions/concerns.* |

**I have read and fully understand the Sound System Check-Out Agreement Form.**

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

**Deposit** Make checks payable to: **Winnebago County 4-H Leaders’ Association**. *Deposits will be held at the Extension Office and returned following inventory of parts and inspection of condition.*

**Office Use Only**

$50 Deposit Check #: \_\_\_\_\_\_\_\_\_\_ or Cash \_\_\_\_\_\_

Date & Time Signed Out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Time Signed In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition of sound system upon return: Excellent Good Damage/Missing Items

 ***Please describe any concerns with condition on back of form***

Amount of deposit returned: $\_\_\_\_\_\_\_\_\_\_

 **Equipment Inventory & Replacement Costs
(Complete at Check-out and Check-in)**

The following equipment is a part of the Winnebago County 4-H Sound System. The sound system includes 2 speakers and one tote of equipment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checked Out** | **Description** | **Checked In** | **Condition** | **Estimated Replacement Cost** |
|  | 2 Speakers |  |  | $250 |
| **Sound System Tote** |
| **Checked Out** | **Description** | **Checked In** | **Condition** | **Estimated Replacement Cost** |
|  | 2 Tri-pod Speaker Stands |  |  | $100 |
|  | 1 Microphone |  |  | $35 |
|  | 1 Microphone cable |  |  | $20 |
|  | 1 Speaker cable |  |  | $20 |
|  | 1 Remote Control |  |  | $20 |
|  | 1 Power Cord |  |  | $10 |
|  | 1 User Manual |  |  | N/A |