



Extension
UNIVERSITY OF WISCONSIN-MADISON
WINNEBAGO COUNTY

Winnebago County 4-H Leaders' Board
Sound System
Check-Out Agreement



625 E County Road Y • Suite 600 • Oshkosh, WI 54901 • (920) 232-1974 • FAX (920) 232-1967 • <https://winnebago.extension.wisc.edu/4h/>

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
<i>Please describe any concerns with condition on back of form</i>			
Amount of deposit returned: \$ _____			



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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