



**UC Santa Cruz, MESA Schools Program**  
 1101 Pacific Avenue, Suite 210 • Santa Cruz, CA • 95060  
 831. 459.1781 • 831.459.3500 (fax)

**Equipment, Supplies and Presentations Request and Agreement**

School Name:	Advisor:
Best Phone #:	Best Time to Call:
Date of Request:	Date Needed: from _____ to _____
Project Name:	Best Day/Time/Place to Deliver:

Please list equipment, supplies and presentation needs and quantity in full detail:

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All equipment and supplies are the property of the University of California, Santa Cruz MESA Schools Program (MSP). The advisor and/or school submitting this request will take full responsibility for all requested materials and will replace any or all missing or broken parts that may be caused due to misuse and negligence. Materials such as tape, foam, balsa wood and other one-time use materials should be used modestly and under careful supervision by the advisor. Hazardous objects (i.e. box cutters, sharp blades, mousetraps, rocket launchers) may cause serious injury-use protective eyewear and other protective gear when necessary, and must be used under strict supervision by the advisor. UCSC MSP may request the return of any or part of the equipment at any time, but will generally provide a one-week notice. All materials must be returned to UCSC MSP by the end of the academic school year. Failure to properly return all requested materials to UCSC MSP may result in termination of all equipment privileges.

Please check (X) box and type name in below if you agree:

I, \_\_\_\_\_, have read the above contract and understand all terms of the agreement.

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

<b>FOR OFFICE USE ONLY</b>	
<b>Delivered To:</b> _____	<b>Initial of Advisor:</b> _____
<b>Delivered By:</b> _____	<b>Date Delivered:</b> _____