

## Girl Scouts Louisiana East

### Corporate Headquarters

841 S. Clearview Parkway, New Orleans, LA 70121-3119  
(504) 733-8220 (800) 644-7571 F (504) 733-8219

[www.gsle.org](http://www.gsle.org)

### Regional Service Center

545 Colonial Drive, Baton Rouge, LA 70806  
(225) 927-8946 (800) 852-8421 F (225) 927-8402

# Equipment Check-Out Form

Flags and equipment are available on a first come first serve basis. Please fill out the form below at time of check-out. Rental fees are **\$3** per flag and **\$5** per bridge. A separate **\$50** refundable deposit is required which covers all equipment checked out. Your deposit **check will not be processed** unless equipment is not returned in a timely fashion, or is returned damaged. **Bridges must be returned** on specified dates. Flags and other equipment **must be returned** to the **within five (5) business days after check-out** in order to receive deposit refund. Make checks (deposit and fees) payable to: Girl Scouts Council Louisiana East. **No cash will be accepted.**

Pick-up date: \_\_\_\_\_ Date of use: \_\_\_\_\_ Return date: \_\_\_\_\_

Service Unit #: \_\_\_\_\_ Section: \_\_\_\_\_ Troop #: \_\_\_\_\_

Name of person responsible for equipment/materials: \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Work Cell

Email address: \_\_\_\_\_

I agree to be responsible for all equipment/materials I have requested for check out. My deposit (if applicable) will be returned if all equipment/materials are brought back in good condition and on time. I understand that I am responsible for the cost of the equipment if it is lost, stolen or damaged.

Signature of person receiving equipment: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please check the equipment/materials you would like to reserve and how many you need if applicable.**

### Available at both offices

- \_\_\_\_ American Flag
- \_\_\_\_ Girl Scout Flag
- \_\_\_\_ World Association Flag
- \_\_\_\_ Louisiana Flag
- \_\_\_\_ Flag Stands (# \_\_\_\_\_)
- \_\_\_\_ White gloves (# \_\_\_\_\_) (return washed)
- \_\_\_\_ Sashes (# \_\_\_\_\_)
- \_\_\_\_ Wooden Ceremony Log (small)
- \_\_\_\_ Wooden Ceremony Log (large)
- \_\_\_\_ Glass candle holders (3)

### Available for check out from:

#### Baton Rouge:

- \_\_\_\_ Large White Bridge (modular)
- \_\_\_\_ Large White Bridge
- \_\_\_\_ Small White Bridge

Contact Regional Office Shop for more details at 225-927-8946 ext. 1221

#### New Orleans:

- \_\_\_\_ Small Brown Bridge
- \_\_\_\_ Large Brown Bridge

**NOTE:** We greatly appreciate Troops/Service Units that wish to build, re-paint & repair bridges. If you are interested please contact the Program Department at (504) 733-8220.

### Office Use Only

Date checked out \_\_\_\_/\_\_\_\_/\_\_\_\_ Time checked out \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff signature \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Required deposit \$ **50.00** Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Date checked in: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time checked in: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff signature \_\_\_\_\_

Returned deposit: \_\_\_\_ Yes \_\_\_\_ No If not, why? \_\_\_\_\_