


Application to Borrow Goods – Notes regarding entry of information

- Persons wishing to borrow projectors must print this form on both sides and present it.
- Due to breakdown, repair, non-return, etc., articles on the list may not always be available.
Please confirm availability at the Student Support Division counter.
- For furnishings/supplies, please fill out the form after making a reservation through the reservation ledger for article borrowing at the Student Support Division counter.
- As there is no reservation ledger for sports equipment, confirm availability at the Student Support Division counter.
- Lending of articles will take place during the operating hours of the following Student Support Division counters.
- To the extent possible, please return articles during the operating hours of the following Student Support Division counters.
If not possible, please return the articles to the Main Gate Gatehouse.
- When borrowing as an individual, it is not necessary to enter a student organization name.

(For organizations submitting notification by file prepared and printed with a computer)

 Color indicates required items. Please print the form with all colored cells filled and converted to white.

→ May not apply to persons wishing to borrow articles as an individual.

(For organizations planning to print out and fill out by hand)

In general, all items should be filled in.

* Where to submit: Counter No. 8, Administration Building, Student Support Section, Student Support Division

Counter hours: Weekdays (excepting summer holidays and Year-End / New Year holidays):

Regular hours: 9:00 - 16:50; during extended holidays: 9:00 - 16:50 (closed 12:30 - 13:30)

Application to Borrow Goods

To: Manager of Student Support Division, College of Arts and Sciences

Application for borrowing articles is made as follows.

Name of student organization	(Club, sports team, etc.) The Todai Gourmet Tour Club							
Representative (Captain)	Department:	Arts and Sciences	College/Faculty	Stream	3	Year	Student ID No.	YY-XXXXXX
				Department of Integrated Sciences				
	Name	Shingo Takimoto		Mobile phone	080-GGGG-FFFF			
Person entering information	Department:	Arts and Sciences	College/Faculty	Humanities and Social Sciences III	2	Year	Student ID No.	XX-YYYYYY
				Department				
	Name	Ryuta Ueda		Mobile phone	070-EEEE-CCCC			
Period of use	From (mm-dd-yyyy) (Wednesday) 10 : 30 (time) to (mm-dd-yyyy) (Wednesday) 16 : 30 (time)							
Location of use	Athletic Field 3							

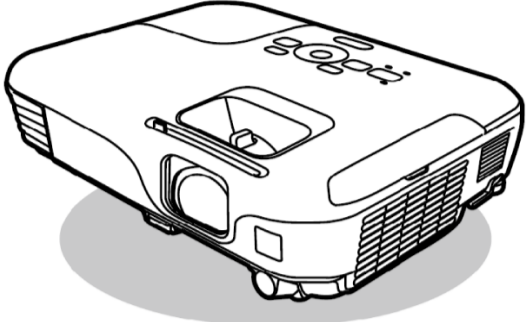


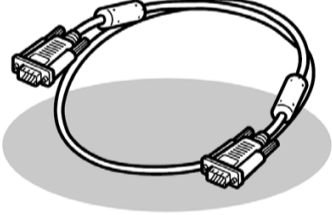
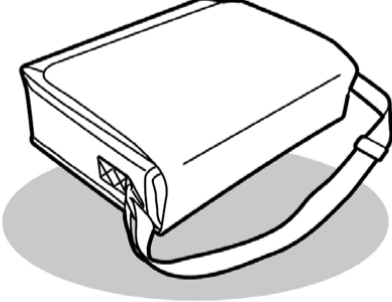
Furnishings/supplies	Number	Sports equipment	Number	Sports equipment	Number
Desk/table	5	Baseball	Ball	Table tennis	Racquet
Chair	2		Bat		Ball
Large tent			Glove (right)		Net
Small tent	1		Glove (left)	Badminton	Racquet
Lamp			Catcher's mitt		Shuttlecock
Blackout curtain			First base mitt	Net	
Classroom microphone			Protector	Tennis	Racquet
Wireless microphone			Mask		Ball
Microphone stand			Helmet	Measuring tape (100m)	
Desktop microphone stand			Base	Stopwatch	
Projector	1	Soccer	Ball	Whistle	
Screen			Bib	Relay baton	
Laser pointer		Volley ball	Ball	Starter pistol	
Loudspeaker			Net	Air pump	
Extension cord			Antenna	Striper	
Extension cord reel		Basketball	Ball	Bicycle trailer	

* Please use goods with care.

* If articles are broken or lost, the cost of the articles may be charged to the borrower.

For entry by the Student Support Division

Date received		Date loaned		Date returned	
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Articles loaned out	Student loan equipment 01		Student loan equipment 02	
	Time loaned out	Time returned	Time loaned out	Time returned
<p>Projector main unit</p> 				
<p>Remote control</p> 				
<p>Power cord (for use in Japan only) about 1.8 m</p> 				
<p>Computer cable about 1.8 m</p> 				
<p>Soft carrying case</p> 				
Usage manual				
Signature of recipient				

* When returning projectors to the Gatehouse, the Student Support Division will check the item at a later date, and make contact if any components are missing.