



**Outdoor Center IDT Form**  
The University of Texas at Austin

---

**To Reserve Equipment**

- **Complete and submit** this form in person to the Outdoor Center during regular business hours.
- When submitting this form, you will select your equipment to reserve and complete a rental contract.
- Reservations may be made up to 10 days in advance and can be picked up the day your rental begins.

**General Information**

- Check the equipment you rent prior to leaving the Outdoor Center.
  - Once in your possession, proper use and care of the equipment is your responsibility.
  - Please ask the Outdoor Center staff if you have any questions about the proper use and care of the equipment.
  - Equipment should be returned to the Outdoor Center on time and in the condition it left or cleaning/late/damage fees may be charged.
- 

Today's Date: \_\_\_\_\_

1. Name of Group or Program: \_\_\_\_\_

2. Contact Name: \_\_\_\_\_ EID: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Contact Email: \_\_\_\_\_

4. Department: \_\_\_\_\_

5. IDT Account #: \_\_\_\_\_

6. Amount Approved: \_\_\_\_\_

7. Authorized Name on IDT Account: *(Please Print Legibly)* \_\_\_\_\_

8. Authorized Signature: \_\_\_\_\_