



RECSports

Outdoor Rental Center IDT Form
University of Texas at Austin
Recreational Sports

To Reserve Equipment

- **Complete and submit** this form in person to the Outdoor Rental 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.
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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: _____