



**XAVIER UNIVERSITY OF LOUISIANA**

Office of Campus Activities

1 Drexel Drive • New Orleans, LA 70125 • (504)520-7360 • FAX (504)520-7981

## Stereo Equipment Reservation Form

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Event: \_\_\_\_\_

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

Event Location: \_\_\_\_\_

Pick Up Time\*: \_\_\_\_\_

Return Time: \_\_\_\_\_

Event Clearance: YES NO

Approved: YES NO

Initials: \_\_\_\_\_

\*If event is NOT in UC, the organization is responsible for transportation of stereo equipment.