

# OOO Equipment Weekend Trip Sign-out

**Equipment Sign Out by Trip Leaders:** To facilitate the tracking of equipment that is not in storage, the leaders of OOC weekend trips (or longer trips) are asked to use these forms to sign out (and sign back in) the equipment they borrow. Day trip leaders need not sign out equipment, but as always should ensure that borrowed items are returned to storage at the end of the day.

OOO policy is that equipment is not generally available for loan or rental to anyone (members or not) unless it's **for use on scheduled OOC trips**.

Please feel free to contact the appropriate OOC activity coordinator with any equipment questions.

<u>Weekend Trip Dates</u>		<u>Name &amp; tel # of Trip Leader &amp; Co-leader</u>	<u>List of Equipment Borrowed</u>	<u>Date of return</u>
<u>Start date</u>	<u>End date</u>			
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