

# Ladder Request Form

I understand that I am responsible for the ladder. By signing below, I am agreeing that the equipment was checked out in good working condition and that it will be returned in the same condition when I check out of my room. However, should there be any damage to the ladder I will be held responsible and therefore charged a repair or replacement fee.

Request for ladders must be placed by August 1, 2007 to arrive by your move in dates. Requests arriving after August 1, 2007 will arrive within five (5) business days of your move in date. Any requests made after your move in date will arrive within five (5) business days of the request date.

Please return this form to the Residence Life and Housing Office in person, by mail or fax.

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

Hall: \_\_\_\_\_ Room: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*\*\*\*Please use your DePauw email address and a phone number where you can easily be reached*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Residence Life and Housing  
DePauw University  
413 Anderson Street  
Greencastle, IN 46135  
(765) 658-4500  
(765) 658-4317 (fax)**

Received On \_\_\_\_\_ (date) At \_\_\_\_\_ (time) By \_\_\_\_\_ (initials)