



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.