



## Wii Console Request Form

**All departmental/college requests must be submitted at least 48 hours prior to check out date. Check out and return the Wii at Human Resources, Eastman Building 1- Room 5000.**

**Submission does not guarantee reservation.**

### Requester's Information

**Name:**

**Check out date:**

**Department/College:**

**Event Date:**

**Email:**

**Return date:**

**(Next business day after stated Event Date)**

**Phone:**

Your responsibilities during the loan period of the Wii console. ("Wii" is defined as the package, including the Wii console and all the accompanied items.)

1. Return the Wii in working condition by **2 pm on the stated return date**
  - a. All accessories, including the box, 2 remotes, 2 nunchucks, 2 games, batteries (if applicable), and other items within the package.
2. Do not leave the Wii unattended.
3. Record number of users.

I agree to be responsible for the Wii that I have requested for loan. I understand that my department/college is responsible for the replacement of lost or damaged items. For departmental and college usage only. I agree that the Wii will not leave the RIT campus.

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

Return form by fax at 5-7170, inter-office mail, ATTN: Better Me or email to [benecoop@rit.edu](mailto:benecoop@rit.edu)

### For Staff Use Only

Today's Date: \_\_\_\_\_

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

To be answered by returnee of Wii:

1. Numbers of users:
2. Problems or damages:
3. Other comments/concerns regarding the Wii: