



Filled

Loaded

Student		LMU ID#	
Phone #		Director's Name	
Email		Pick-Up Date/Time	
Signature		Return Date	

Items + Descriptions (max is 15 categories ex: books, candles)	Quantity	Notes (Staff Only)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Crate/Loading:	
HOP Signature:	

Important Policies:

- Props must be returned no later than 10 AM on Monday.
- If props are not returned in an orderly manner this will result in a fine of 20\$.
- Any broken or damaged props or missing crates can be either replaced with a donation or paid for.