

# Ceremony Equipment Reservation Form

The following items are available free of charge for your Scouting ceremonies. We cannot guarantee the availability of all the items, availability is determined on first come basis.

If you are interested in using any of these items please fill out this form and email it to [frontcounter@scouting.org](mailto:frontcounter@scouting.org) or mail it in to 1207 Upas Street, San Diego, CA 92103.

You will be notified if your request has been approved in less than 3 business days

## Eagle Court of Honor

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Scout's Name: \_\_\_\_\_

Unit Type & Number: \_\_\_\_\_

Person Requesting Materials: \_\_\_\_\_

Position/Relationship: \_\_\_\_\_

Phone # \_\_\_\_\_

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

Date of Eagle Court of Honor: \_\_\_\_\_

Location of Ceremony: \_\_\_\_\_

A deposit is required at checkout for each borrowed item and it will be due upon check out of each item. Checks should be made out to SDIC BSA. **The deposit will NOT be processed unless the item is lost or comes back damaged.** The deposit will be returned to you upon return of the items borrowed. Please return our items within 1 to 2 business days after your ceremony. Check the items you would like to reserve:

- |   |  |  |
|---|--|--|
| <input type="radio"/> Eagle Lighted Podium: White | <input type="radio"/> Rank Stands: Black Metal | <input type="radio"/> Flag w/Stand: California |
| <input type="radio"/> Eagle Lighted Podium: Wood  | <input type="radio"/> Rank Stands: Short Wood  | <input type="radio"/> Flag w/Stand: USA        |
| <input type="radio"/> Candelabra: Straight        | <input type="radio"/> Rank Stands: Tall Wood   | <input type="radio"/> Rank Cards \$15 each set |

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

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I certify that I have inspected the Eagle Podium and agree that it is physically and functionally in good condition. **Any changes to wiring or appearance of podium will cause forfeiture of my deposit.**

I certify that I have inspected the (circle all) Rank Stands Rank Cards Candelabra Flags and agree that they are physically and functionally in good condition.

I agree that I will forfeit my security deposit if item(s) are not returned by the 2nd day after the ceremony.

I further agree that I will forfeit my security deposit if item(s) returned are not in the same condition as when item(s) left the council. I will be billed for the replacement of items lost or damaged. **There is no charge for replacements of light bulbs on the Eagle Podium.**

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

FOR OFFICE USE ONLY

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_