



P.O. Box 910 • SELLS, ARIZONA 85634-0910 • PHONE (520) 383-2281 • FAX (520) 383-3096

Equipment Request Form

Please allow for 5 (five) business days when filling out an Equipment Request form.

EQUIPMENT IS PRIMARILY AVAILABLE FOR WAKES, ANNIVERSARIES OR COMMUNITY SPONSORED EVENTS.

Ge Oidag _____ Kawulk _____ North Communities _____ Sells _____

Canopy (20X40) _____ With Sides _____ Port-O-Johns - Regular _____ Handicap _____

Chairs _____ Tables _____ Flood Lights _____ Generator _____

Name _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Office _____ Cell _____ Message _____

Location and purpose of the equipment borrowed:

Date Borrowed _____

Date Returned _____

I _____ (borrowers name) understand any equipment vandalized, lost, misplaced, stolen or damaged during usage shall be reported to the Sells District Office in writing and cleaned up or replaced by the borrower.

Signature _____ Date _____

Sells District Administration Signature _____ Date _____

Delivery & Set-Up of Equipment

Typical deliver/pickup hours are Monday through Friday 7:30AM – 4:00PM. Delivery/Pickup before or after our typical hours of operation must be approved by District Administration. Equipment shall not be taken off reservation.

The District cannot guarantee a specific delivery/pickup time. To find out when the equipment is scheduled for delivery/pickup, please call the day before the delivery/pickup date.

For a weekend event, we may deliver as early as Friday. If you are scheduled for a Friday delivery, we may call you at the beginning of the week and move the delivery day up a day or two according to our workload and weather conditions.

Pickups that are scheduled for Monday may be pushed back to a later day due to inclement weather or other scheduling issues. Your flexibility is greatly appreciated by the District. Keep in mind that the safety of all equipment is the communities' or requestors' responsibility from the time of delivery to the time of pickup.

All delivered equipment is dropped off and set up as close to your requested area as can be reached with our delivery vehicle, according to prior submitted layout/directions sent by the community.

All items being picked up must be in the same location to where we delivered.

You will not set-up any items, tents included, unless we have received a drawing/diagram of requested placement minimum of five (5) days prior to event.

Please keep all fires and coals in a safe distance from equipment.

Requestor must provide its own toilet paper.

Returns-Final Inspection

Sells District reserves the right to levy charges for broken, missing, damaged, dirty items up to 48 hours after items have been received prior to going through final inspection.

***Sells District Administration Will Only Cover Cost for Portable Restroom Cleanout For Wakes and Funerals Only.* Communities That Utilize Portables For Community Events Must Cover Cost For Cleanout and Mileage.**

***Any Request Made By Sells District Members Of Equipment, For Celebrations Will Only Be Considered If Available And Must Cover Cost For Cleanout And Mileage.**