FASHION AND TEXTILES PROPERTY RESERVATION FORM

Texas Woman's University
Programs in Fashion and Textiles
P.O. Box 425529, Denton, TX 76204
Ph: 940-898-2661; Fax: 940-898-2711
ft@twu.edu

This form must be filled out by faculty or staff, not by a student employee, and must be signed by the department chair. Submit via email to ft@twu.edu or fax to 940-898-2711. An email approving or denying your request(s) will be sent to you within 3 working days. Please do not make arrangements for a move order with Facilities Management until your request(s) have been approved.

Name _____ Department _____

TWU E-Mail Address _____ Phone _____

Alternate Contact _____ Phone _____

Description of item(s) being reserved _____

_____

_____

Location and time of event where item(s) will be used_____

_____

Pick-up Day & Time _____ Return Day & Time _____

** The individual/Department is responsible for picking up and returning the borrowed items from Fashion and Textiles - Old Main Building, 415.

☐ I understand that the department is accountable for any lost, broken, and/or damaged parts/items borrowed from Fashion and Textiles, and must pay for the item(s) in full.

_____ _____
Requesting Employee (signature) Date

_____ _____
Dept. Chair, Director, Approver (signature) Date

Approval from Fashion and Textiles _____
Program Chair, Dr. Deborah Young