



**ROCKY MOUNTAIN BEST**  
**(BOOSTING ENGINEERING, SCIENCE, AND TECHNOLOGY)**  
**REQUEST FOR RETURNABLE KIT LOAN**  
 (Return form or submit questions to [assetmgmt@rmbest.org](mailto:assetmgmt@rmbest.org))

\_\_\_\_\_ **Hub or Organization Name**      \_\_\_\_\_ **City, State**      \_\_\_\_\_ **Hub Affiliation or EIN (if applicable)**

**If not a hub, explain the purpose for requesting kits:** \_\_\_\_\_

Attach a copy of the new hub BRI New Hub Application, if applicable.

**Our hub hosted** \_\_\_\_ **teams last year and plan to host** \_\_\_\_ **teams this year. We own** \_\_\_\_ **Returnable kits.**

**Requesting Organization Primary POC Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Requesting Organization Secondary POC Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**I request the Loan of (this number of)** \_\_\_\_\_ **Returnable Kits for the BEST Season - year** \_\_\_\_\_

RMBEST Board of Directors agreed to Loan (this number of) \_\_\_\_\_ Returnable Kits on \_\_\_\_\_  
 RMBEST Asset Management will distribute approved kits no later than May 31 prior to the upcoming BEST season.  
 RMBEST Loaned Kits (asset numbers): \_\_\_\_\_ on \_\_\_\_\_ **Due Date:** \_\_\_\_\_  
 RMBEST Received Kits (asset numbers): \_\_\_\_\_ on \_\_\_\_\_  
 Inventory and Test Results are documented on an accompanying Returnable Kit List / Inventory Sheet

This Section Is To Be Completed by RMBEST Asset Management Committee Only  
 Provide One Copy of this Form to Requesting Organization POC upon Delivery of Kits  
 and Retain One Copy for RMBEST Asset Management

**As requesting organization POC, I understand that:**

- **It is my responsibility to deliver the loaned Returnable Kits, complete, undamaged, unmodified, and in good working order, to the location requested by RMBEST Asset Management Committee no later than the Due Date (which is normally March 1 of the following year).**
- **I will be invoiced and I will pay RMBEST within 30 days for the replacement / repair / shipping costs for any parts missing or non-functional when tested by Asset Management Committee.**
- **I will be invoiced and I will pay RMBEST within 30 days for the replacement cost plus shipping of each complete Returnable Kit (approximately \$800 each) if I do not return the kits by the Due Date or make arrangements to return them immediately. (See [www.vexrobotics.org](http://www.vexrobotics.org) for BEST kit parts.)**
- **I will cooperate with the Asset Management Committee regarding loaned Kits return location.**
- **If my Hub becomes an inactive BEST Hub, or cannot host Kickoff, or if my Organization no longer uses the loaned Returnable kits, then I will return the loaned Returnable Kits within 30 days.**

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Signature**      \_\_\_\_\_ **Date**