

# Dance Studio - Shared Equipment Loan Log

Track the temporary handover of equipment and what must be checked on return. Setting: Dance Studio.

## Contact and reference

Name or team reference \*

---

Reply email, if needed

---

Date of record \*

---

## Shared Equipment Loan Log

Equipment reference and accessories included \*

---

Condition at handover and permitted use \*

---

---

---

Return arrangement and person expecting the equipment \*

---

---

---

Checks or accessories still outstanding at return

---

---

---

## Dance Studio

Class or rehearsal and studio reference \*

---

**Floor area, portable mirror or music setup involved \***

---

**Floor preparation, changeover interval or sound-level needs**

---

---

## Ownership and follow-up

**Team or role responsible for the next action**

---

**Target follow-up date**

---

**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

---

---

---

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA