



Panel Rental Request Form

Name _____

Address _____

Phone _____

Email _____

Dates panels need to be rented, from _____ to _____

Print 3 copies of this form. One is for you, one for the chair and one for the budget director.

Panels rent for \$5 or 5 service hours per panel per week. A panel is one top and one bottom that fit together. This image shows 4 panels.



1. Determine cost

a. Number of panels x \$5 = _____

b. Number of weeks to be rented _____

c. Multiply a x b = \$ _____

2. Rent the panels

a. Contact the panel rental chair by phone to determine availability and arrange pick up and drop off.

b. Mail 2 copies of this request and a check or service hour records to the panel rental chairperson. Retain the third copy for your records.

3. Go to Shadelands Storage, 1925 Oak Grove Road, Walnut Creek. The chair or co chair will meet you to escort you on site and assist with picking up then again to return the panels.

The panel rental chairperson is Barb Bochenek: 925 735 7007.

The co chair is Pam Howett: 925 947 2847.

Please plan ahead to assure availability and access to the storage facility.

Instructions for chair/co chair: Submit request form and monies/hours to the budget director prior to the panel rental. In the event that CWA doesn't have a budget Director, please send the form and the monies/hours to Iretta Hunter 349 Bolero Dr., Danville, CA 94526. Monies for panel rentals go to the CWA building fund.