

GOVERNMENT OF THE DISTRICT OF COLUMBIA



EXECUTIVE OFFICE OF THE MAYOR  
OFFICE ON LATINO AFFAIRS

*Muriel Bowser*  
Mayor

*Jackie Reyes*  
Director

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**Interpretation Equipment  
Request Form**

**Borrower's name/telephone number:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

I request the use of interpretation equipment supplied by the Office on Latino Affairs (OLA). I require \_\_\_\_\_ receivers and \_\_\_\_\_ transmitters. I understand that the use of this equipment is for the sole use of the organization identified on this form and will be utilized exclusively during the following event in the District of Columbia:

**Name of Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

I understand that all equipment requested will be returned to OLA no later than 24 hours after the conclusion of the event in the same condition in which it was received. The provision of batteries to power the equipment is the responsibility of the borrower. Should any of the equipment suffer damage or is not returned at the time described above, the applicant will be charged \$50 for each damaged or missing receiver and \$100 for each damaged or missing transmitter.

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

**Date returned:** \_\_\_\_\_ **Damaged** ☐ **Undamaged** ☐