



This program is made possible through the generous support of the Tipp City Foundation.

DTCP Event Supplies Borrowing Process

Step 1: Check Availability

- Visit [here](#) to view the current inventory of available event supplies.
- Review the list of items to determine which supplies are needed for your event.

Step 2: Submit a Reservation Request

- Complete the online [Reservation Form](#) at least 2 weeks before your event date.
- Include details such as your organization's name, contact information, event date, location, supplies needed, and the intended duration of use.

Step 3: Review and Confirmation

- The DTCP Executive Director will review your request within 3 business days.
- You will receive an email confirmation if your request is approved, along with a summary of the items reserved and any deposits.

Step 4: Arrange Pick-Up

- Plan to pick up the supplies from the DTCP office/storage location on the agreed date.

Step 5: Use and Care

- Use the borrowed supplies according to the guidelines provided.
- Ensure all items are properly cared for during the event to avoid damage or loss.

Step 6: Arrange Drop-Off

- Return all items to the DTCP office/storage location by the agreed deadline.

Step 7: Inspection and Deposit Return

- DTCP staff will inspect the returned supplies for any damage or missing parts.
- If all items are returned in good condition, your deposit (if applicable) will be refunded within 3 days.

Step 8: Provide Feedback

- Complete a short [feedback form](#) to help DTCP improve the borrowing program.
- Share your experience and any suggestions for future improvements.