



**Holbrook Union Office
Technical Equipment Usage Agreement**

(Equipment must be reserved no less than 10 work week days prior to the scheduled event)

Date: _____

Name: _____ Organization/Group: _____

Address: _____
(Street, City, State, Zip)

Telephone: (____) _____ Email: _____

Date of Event: _____ Time: _____ am/pm to _____ am/pm

Event Name: _____

Location (Circle) Old Ranch New Ranch Atrium Parra Ballroom Quad Other _____

Please check one:

- _____ Recognized Student Organization (**fees apply for portable stereo system rental**)
- _____ University Department or College (fees may apply)
- _____ Outside Entity (fees may apply)

Please check what you are requesting:

- _____ Podium w/Microphone
- _____ Wireless Microphone(s) Only (Parra Ballroom) # of Microphones (up to 2 if available) _____
- _____ Portable Stereo System Rental (three hour maximum) # of Microphones (up to 2 if available) _____
- _____ Data Projector
- _____ Extension Cord(s) # of Cords needed (up to 2 if available) _____

Group (circle any of which applies to you)

	Fees
Recognized Student Organization Portable Stereo System Rental	\$12.50 per hour for student worker
University Department or College Portable Stereo System Rental	\$50 + \$12.50 per hour for student worker
Outside Entity Portable Stereo System Rental	\$100 + \$12.50 per hour for student worker
Outside Entity Data Projector Rental	\$75
Outside Entity Extension Cord Rental	\$10 per cord

*Minimum fees are listed above. One hour is added to all portable stereo system rentals for setup (:30) and takedown (:30).
DJs and musicians are not included and must be contracted to use their own equipment.*

I, the undersigned, reserving the above equipment, agree to the following:

- If I have been issued the cordless microphone for use in the Parra, upon completion of its use I will lock the microphone in the lock box outside of the Parra and then drop the key into the box.
- Sound technicians are the only persons allowed to adjust any levels on sound/PA equipment.
- All equipment is to be returned in the same condition in which it was issued.
- If equipment is not disassembled by the agreed date and time, an initial penalty of \$50.00 will be charged and an additional \$25.00 will recur every hour after the agreed time.
- I agree to be fully and solely liable for all damages to, or loss, or destruction of, from any and all cases, including, but not limited to accidents, fire, theft, and vandalism. I agree that full replacement costs will be paid, if damages occur, in its entirety within 30 days. I have been given replacement costs for all equipment I am requesting to use.
- All reservations are subject to the final approval of Union Office Administration.

Signature Date Print Name

Union Staff Confirming Reservations/Payment

\$ _____
Amount of payment received