



Rental Application Form

Contact Information

Name:

Group:

Faculty:

Student ID:

Phone:

Email:

Event Information

Day:

Time:

Room:

Day:

Time:

Room:

Day:

Time:

Room:

Day:

Time:

Room:

Day:

Time:

Room:

Description of your event:

Equipment Information

Item	Quantity Borrowed	Returned	Item	Quantity Borrowed	Returned
Tables			Blackboard (2)		
Chairs			Polling Boxes (20)		
Multi-Media Projector with screen and HD15 cable for PC (2)			Podium-standard floor		
Large PA system (2 microphones, 1 stand, & 2 speakers)			Podium-Table Top		
Small PA system (1 microphone & speaker)			Wireless Access		
Computer Speakers (2)			Extension cords (10)		
Microphone (4)			Propane Barbeque		
Microphone Stands (2)			Red Tents (10' X 10") (2)		
Piano (3)			XLR 35'		
Portable TV & DVD (3)			XLR 50'		
Portable TV w/ VCR			XLR 100'		
DVD player (break-out)			NL4 75'		
Overhead Projector			VGA to Mini Display Port (2)		
Flip Chart-w/o markers (2)			VGA to Mini DVI (2)		

Our Policy

Credit card and ID of the below executive must be given to the Porters upon delivery of the audio and/or video equipment and cabling. They will be held throughout the duration of the rental and will be returned once items have been returned to and inspected by the Porters. All equipment must be used within the building. Costs of damages to and/or loss of equipment are the sole responsibility of the organization renting the equipment.

Signature of the Executive

Justin Margolis-Office Coordinator

Porter in Charge