

This Section is for Official Use Only

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Approval: \_\_\_\_

# SUAB Equipment Rental Form

Please note that SUAB can only consider recognized or registered OSU organizations

**The Executive Board requires:**

- *The Equipment Rental Form is turned in to the SUAB president or designee in SU058 at least two weeks prior to the event*
- *The event for which equipment is rented is located on the Stillwater campus.*

The Executive Board will consider all applications with the following criteria:

- Is the form from a recognized or registered OSU organization?
- Is the event located within the Student Union or on the Stillwater campus?
- Does the event conflict with other SUAB event times?
- Does the organization have a history of equipment rental with SUAB?

Any turned in Equipment Rental Forms are considered and voted upon at the following Executive Board Meeting. The Student Union Activities Board has the right to approve or deny any forms turned in.

**If approved, the organization renting the equipment will be held responsible for any damage that occurs while it is outside of the SUAB office or storage space.**

**The organization renting the equipment will be charged a late fee of \$10/day for each piece of equipment not turned in.**

# SUAB Equipment Rental Form

## **General Information**

Name of Organization: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Contact Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Contact E-Mail: \_\_\_\_\_

Advisor E-Mail: \_\_\_\_\_

AA Account Number: \_\_\_\_\_

## **Event Information**

Name of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_:\_\_\_\_ am/pm to \_\_\_\_:\_\_\_\_ am/pm

\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_:\_\_\_\_ am/pm to \_\_\_\_:\_\_\_\_ am/pm

## **Items available for checkout**

Check boxes that apply:

Popcorn machine

Movie screen

Projector