PA System Rental Form

Please fill out this form completely and mail to:
Graduate Student Government, Vice President, 62 Stodder Hall, Orono, ME 04469

<table>
<thead>
<tr>
<th>Organization</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td>Phone</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Phone</td>
</tr>
<tr>
<td>Event</td>
<td>Rental Dates</td>
</tr>
</tbody>
</table>

By signing this form, I, __________________________, understand that I am renting a PA System from the University of Maine Graduate Student Government (GSG). By signing this form, I am also stating that I have read and completely understood the University of Maine GSG’s policy for this equipment as it is written in the GSG PA System Rental Policy, which states that I will be responsible for theft of or damage to this system while they are signed out to me, that I am responsible for transporting the system and further that I will return the system within seventy-two hours from the time on which I borrow it unless otherwise arranged.

______________________________
Supervisor Signature

Date

FOR GSG USE ONLY

Date Rented

Date Returned

Special Arrangements

______________________________
Inspected by

Condition of returned PA system
PA System Rental Policy

PA System

- The PA System is a Yamaha

Contact:

- The GSG PA System will be stored in Stodder Hall and managed by the GSG Vice President.
- To rent the system, an organization must fill out a PA System Rental Form, have the form signed by the organizations supervisor/head and contact the Vice President to arrange for pick-up and drop-off.

Rental Policy:

- The renter is responsible for transporting the PA System from and back to storage.
- For the 2014-2015 academic year, the rental cost is $50 for up to 72 hours.
- Requests for additional rental time or reduced rates need to be address to the Vice President of the Graduate Student Government and will be considered by the Executive Committee.
- Payment must be made within 30 days of rental for on campus organizations. The Graduate Student Government may request payment prior to rental for other organizations. For on campus organizations, payment can be sent to Dottie Poisson at the Graduate School using an Interdepartmental Order (IDO). Checks are to be made payable to the Graduate Student Government and mailed to:

  Graduate Student Government
  Attn: Treasurer
  62 Stodder Hall
  Orono, ME 04469

- The PA system is rented on a first come, first served basis. To check availability, contact the GSG Vice President.
- The renter is responsible for any damage inflicted to the PA system while it is in his or her possession. This includes damage related to transportation, as this is the responsibility of the renter, maintenance charges due to neglect and theft. The renter will be charged the full cost of repairing the system, up to and including full replacement cost. The system will be inspected after each rental and the renter will be contacted within two weeks if damage is found. The renter will have 30 days to remit payment to the GSG for damages found, unless other arrangements are made.