

# C.A.N. EQUIPMENT RENTAL REQUEST

(TYPE OR PRINT NEATLY)

\*\*\*Request **MUST BE** turned in **A MINIMUM OF ONE WEEK FOR THE OLD EQUIPMENT TWO WEEKS FOR NEW EQUIPMENT** ahead of request date. Failure to do so will result in a \$20 late fee for the old equipment and a \$30 late fee for the new equipment.\*\*\*

\*\*\*Organization will be charged a \$10 fee if more than 30 minutes late for pick up.\*\*\*

PLEASE NOTE:

**This request is NOT a contract. If the general board of the Campus Activities Network passes said proposal the organization making the request must sign a formal contract. This contract will be filled out and signed by the organization representative at the time of pick-up.**

ORGANIZATION NAME: \_\_\_\_\_  
ORGANIZATION REP/EXTENSION: \_\_\_\_\_  
REQUESTED DATE/TIME: \_\_\_\_\_  
PROGRAM NAME/TYPE: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
PERSON RESPONSIBLE FOR EQUIPMENT: \_\_\_\_\_

DOES YOUR ORGANIZATION WISH TO USE THE NEW SOUND EQUIPMENT? \_\_\_\_\_

\*If new equipment is used a qualified CAN member is required in attendance. PERSONS NOT TRAINED IN USING THE NEW EQUIPMENT WILL NOT USE THE EQUIPMENT.\*

PLEASE CIRCLE WHAT EQUIPMENT IS NEEDED:

C/D PLAYER    SPEAKERS    SOUND BOARD    MICROPHONES    DJ EQUIPMENT

PLEASE NOTE:

It is the responsibility of **YOUR ORGANIZATION** to provide appropriate transportation for the equipment to and from the event.

REQUESTED PICK-UP TIME: \_\_\_\_\_  
(date) (time)

REQUESTED RETURN TIME: \_\_\_\_\_  
(date) (time)

Does organization need help with set-up or running the sound equipment?      YES / NO  
Does organization plan on taking equipment off campus?                              YES / NO

APPROVED / NOT APPROVED

\_\_\_\_\_  
(C.A.N. EXECUTIVE BOARD MEMBER)