

## **ASSP MEDIA EQUIPMENT RENTAL CONTRACT**

Renting Party \_\_\_\_\_ Event Title \_\_\_\_\_  
Contact Name \_\_\_\_\_ Event Date \_\_\_\_\_  
Contact Phone \_\_\_\_\_ Event Location \_\_\_\_\_  
Contact Email \_\_\_\_\_ Event Start Time \_\_\_\_\_

Estimated Check-Out Time\* \_\_\_\_\_ Estimated Check-In Time \_\_\_\_\_

**\*Please note that someone will need to meet the media technician outside of mailing services at this time with at least 1 to 2 other persons who are able to help move the sound system to and from the location of the event. It is recommended that someone bring a large enough car with which to move the equipment.**

People who will assist the technician:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **MEDIA TECHNICIAN**

All rentals require a technician to be present for the duration of the event. If you are not an ASSP sponsored organization the technician will be billed at \$12/hour. If for some reason a technician is not available a responsible and knowledgeable technician must be provided by the renting party and interviewed by the Media Coordinator at least one week in advance of the event.

### **EQUIPMENT REQUEST**

(Please refer to the *Media Rental Contract Guide* if you have never rented from ASSP before and the *ASSP Sound and Lighting System Specs* for specific details about media equipment. Then please circle the systems you are requesting)

#### **Sound**

Small System - \$50  
Medium System - \$100  
Large System - \$150

#### **Show Lighting**

Bronze System - \$50  
Silver System - \$75  
Gold System - \$100  
Platinum System - \$125

#### **Stage Lighting**

Pearl System - \$30  
Sapphire System - \$50  
Emerald System - \$80  
Diamond System - \$100

#Mics \_\_\_\_\_ #Mic Stands \_\_\_\_\_ #Direct Boxes \_\_\_\_\_ #iPod Hookups \_\_\_\_\_ #Music Stands \_\_\_\_\_

### **BUDGET INFORMATION**

(For all renting parties\*)

\*if ASSP-affiliated renting party, please note that you will only be charged in the case of lost/broken equipment

Total Rental Cost: \$ \_\_\_\_\_ ASSP/Department Budget Number \_\_\_\_\_ - \_\_\_\_\_  
(all fees are processed via interdepartmental charge)

Please note that submitting this form does not guarantee a rental agreement of the equipment and services requested above. Upon your submission of this form you should receive an email confirmation from the Media Equipment Coordinator. **If you do not receive a confirmation email within 2 days of your submission it is your responsibility to notify the Media Coordinator at [assp-media@spu.edu](mailto:assp-media@spu.edu)**

## TERMS AND CONDITIONS OF USE

- **This rental agreement must be completed and given to the Media Coordinator at least two weeks prior to the event.**
- The renting party is responsible for transportation of the equipment both to and from the event.
- In the case of an approved *late* rental agreement (completed less than two weeks prior to the event), the Media Coordinator reserves the right to adjust the media technician's hourly pay rate as well as the cost of any equipment rental.
- Payment by Non-ASSP registered clubs & recognized student organizations (other SPU departments and affiliated groups) will be charged via interdepartmental charge from the budget number provided on the rental contract.
- ASSP Media Equipment may not leave the SPU campus.
- **An ASSP Media Technician is required to work all events (ASSP & non ASSP) that utilize the media equipment.** On the occasion that a media technician is not available, the rental party must acquire a media technician to be approved by the Media Coordinator, at least 1 week in advance of the requested rental date.
- A late fee of 50% of the rental price will be charged if the equipment is not returned or payment forms are not submitted to the ASSP VP of Finance within 1 week of the event date.
- For multiple day rentals there is a 50% discount for all days after the first.
- For multiple day rentals the equipment shall be returned to the ASSP storage closet each evening, unless the renting party has had an alternate storage place approved by the ASSP Media Coordinator.
- The ASSP Vice President of Campus Activities and the Media Coordinator reserve the right to deny media equipment rental requests on a case by case basis.

## STATEMENT OF LIABILITY

I, the undersigned, as a representative of the Renting Party named above, do hereby acknowledge that all information contained within this contract is accurate to the best of my knowledge. Further, I recognize that the Renting Party is responsible for all equipment rented, from the time it is removed from storage until the time it is returned to storage. I agree, on behalf of the Rental Party, to pay for any loss or damage of equipment during that time as assessed by the ASSP Media Technician. I have read and understood the *Rental Contract, Procedures and Policies*, and *Total Cost* and will abide by the terms of this contract.

---

Signature of Renting Party/Representative

Date

---

Signature of Media Coordinator

Date

**Submit completed form to:**  
**Media Coordinator**  
**ASSP Office – 1<sup>st</sup> Floor Student Union Building**  
[assp-media@spu.edu](mailto:assp-media@spu.edu) | 206-281-2498 | [assp-vpca@spu.edu](mailto:assp-vpca@spu.edu)

## ASSP Media Equipment Rental Procedures and Policies

### Procedures:

1. **Rental requests must be submitted at least fourteen days (2 weeks) prior to the event.** The "Media Equipment Rental Contract" form must be submitted and filled out completely for the request to be considered.
  - a. If the request is not submitted at least fourteen days (2 weeks) prior to the event it is up to the Media Equipment Coordinator's discretion whether or not the equipment will be rented to the requesting party.
2. **In the event an ASSP Media Technician is not available the renting party will be expected to provide their own technician.** The technician provided by the requesting party must be interviewed and approved by the ASSP Media Equipment Coordinator at least one week before the event.
3. **An ASSP Media Technician must be present for the duration of the event** unless the Media Equipment Coordinator determines that the equipment usage does not require a technician's supervision for the duration of the event. In this situation the renting party agrees not to attempt to operate the equipment and agrees to call the technician in the event adjustments to the equipment need to be made.
4. **On the day of the event the renting party is responsible for meeting the media technician outside of Mailing Services** (with transportation for the equipment) at the check-out time determined by the Media Equipment Coordinator. Usually this will be between forty-five minutes and two hours before the event begins and at which time the technician should have all equipment ready to be moved.
  - a. At this time the renting party will initial the "ASSP Media Equipment Sign-Out Sign-In" sheet confirming that they have received the equipment and confirming that it has become their responsibility. At this time they will assume financial responsibility of any equipment lost or damaged.
5. **The technician will do everything in their power to have equipment ready by the event's start time. However, unforeseen events occasionally arise, leading to possible delays.**
  - a. After the equipment has been returned to the equipment closet the renting party must insure that the technician has initialed the "ASSP Media Equipment Sign-Out Sign-In" sheet denoting that it has been returned to the responsibility of ASSP. If this does not happen, the equipment remains a financial liability to the renting party.
6. **On the day of the event the renting party is responsible for moving equipment to the event location from the storage closet and from the event location back to the storage closet after the event.** (It is strongly recommended that the renting party bring a vehicle with which to move the equipment.)

## **Policies:**

1. If equipment is broken or damaged during rental the renting club, ASSP sponsored organization, or SPU department will be expected to pay for its repair or replacement. If equipment is lost during rental the renting club will be expected to pay for its replacement.
  - a. If repair costs account for 90% or more of the replacement cost the renting party is expected to pay for replacement rather than repair. Exceptions may be made if the difference is \$50 or greater.
  - b. ASSP will inform the renting club, ASSP sponsored organization, or SPU department of costs accrued for repairs or replacements within two weeks of the event. If notification is not made within two weeks, ASSP will assume financial responsibility for the repairs.
2. In the event that two parties request equipment for the same time and date:
  - a. It will first be determined if sufficient equipment is available for both events to happen at the same time.
  - b. If sufficient equipment is not available for each event groups will be asked to change the time and or date of one of their events to accommodate the usage of the same equipment for both events.

If a compromise cannot be reached, the renting party whose request was made first will receive priority. In the event a compromise cannot be reached and it is not possible to determine which party submitted their request first, priority will be decided by coin toss. The group unable to rent the equipment will be granted permission to rent from an outside organization. ASSP will not facilitate this rental process.

3. Payment by ASSP registered clubs, recognized student organizations, and other SPU departments and affiliated groups must be filed via interdepartmental charge with the ASSP VPF (Vice President of Finance) within 1 week of the event's completion.
4. A late fee of 50% of the rental price will be charged if the equipment is not returned or payment is not made on time.
5. For multiple day rentals the equipment shall be returned to the ASSP storage closet each evening, unless the renting party has an alternate storage place approved by the ASSP Media Coordinator. For multiple day rentals a 50% discount will be given for all days after the first rental day.
6. The ASSP Vice President of Campus Activities and Department of Student Programs reserves the right to deny media equipment rental requests on a case-by-case basis.