CSU Sound System Reservation Request Form

Organization/Department Requesting Equipment _____________________________________________
NOTE: Equipment will only be checked out to registered student organizations and university departments.

Name of Officer of Organization _______________________________________________________

Phone # ______________________ E-Mail Address________________________________________

Name of Moderator of Organization __________________________________________________

Name of Event _________________________________________________________________

Date of event ________________________________

Time Event Begins _______________________ Time Event Ends _________________________

Date of Pick up _________________________   Date of Drop Off ________________________

Time of Pick up_________________________   Time of Drop Off________________________

To Be Filled Out By a CSU Executive Upon Receipt.

Creighton Students Union Contact ____________________________________________________

Creighton Students Union Contact’s Title ______________________________________________

Phone # ____________________________   E-mail Address _____________________________

Date Form Received by CSU Executive _____________________  Initials __________________

Date $20 Deposit Received by CSU Executive __________________  Initials ________________
Creighton Students Union Sound System Contract

I, _____________________________, officer of __________________________
(organization/department), and I, _________________________ (name), moderator for
_______________________ (said organization or department), request the use of the CSU sound
system on the date, time and location stated on the CSU Sound System Reservation Request
Form (attached hereto and incorporated as part of this contract.)

The aforementioned representatives ("Renter") acknowledge that a $20 deposit is being
delivered to CSU with this Reservation Request Form and Contract. In the event that the
Reservation Request Form, Contract and Deposit are delivered at least seven (7) days prior to the
event date, the Deposit will be returned to Renter within one (1) week of the Date of Drop Off
indicated on the CSU Sound System Reservation Request Form, but the Deposit will be returned
only if all Guidelines (as provided below) have been met by the Renter. In the event that the
Request Form, Contract and Deposit are not turned in at least seven (7) days prior to the event
date, the Deposit will be treated as Payment and will be kept by CSU.

Guidelines:
- Time and location may only be changed up to seven (7) days before the event date
- Renter will meet CSU representative promptly at the designated time and location.
  Renter must have enough help to transport the equipment without the help of the CSU
  representative.
- Renter will stay with the CSU sound system until the CSU representative meets them to
  clean up and put the system back into the CSU storage closet. The CSU sound system
  items should be put back onto the cart how it was found. At no point will the renter leave
  the system unattended.

Renter incurs and accepts full responsibility for the CSU sound system. Renter shall use the
equipment in a careful and proper manner and shall comply with and conform to all state and
municipal laws, ordinances, and regulations to using such equipment.

Renter is fully liable for this equipment from the time that it leaves the CSU storage closet until
the time it is returned to the aforementioned location. Renter and organization assumes all costs
of replacing or repairing the CSU sound system. Replacement must be with a similar system of
comparable original purchase value to the CSU sound system. All repairs or replacements must
be fully performed within thirty (30) days following the Date of Drop Off indicated on the CSU
Sound System Reservation Request Form, except as otherwise permitted in writing by CSU, and
Renter shall be responsible for a late charge of $5.00 per day after the expiration of the thirty
(30) day period.

Renter has inspected the equipment and it is conclusively presumed between the CSU and Renter
that the Renter has fully inspected and acknowledged that the equipment is in good condition and
repair and that Renter is satisfied and has accepted the condition in good condition and repair.

A CSU representative agrees to copy this form and return it to the designated organization’s
mailbox, located in the Student Activities Office, one (1) week prior to the event date. The form
will then have the name, title and contact information of the CSU representative that will help
with the CSU sound system on the day of the event.

(Please sign and Date on Next Page)

CSU Sound System Request Agreement - 2