



Creighton Students Union

CSU SOUND SYSTEM REQUEST FORM

Organization/Department: _____
(Only Registered Student Organizations and University Departments are Eligible)

Officer of Organization/Contact: _____

Phone Number: _____

Email Address: _____

Moderator of Organization: _____

Name of Event: _____

Date of Event: _____

Location: _____
(Creighton Campus Only)

Time of Pick-Up: _____ **Time of Drop-Off:** _____
(Only During Student Activities Office Hours: M-W: 8AM-10PM RF: 8AM-4:30PM)

Microphone Use: Yes No

To be filled out by the Assistant Director for Student Activities for Programming

Date Received: _____ Received by: _____

Approved Date: _____ (if applicable)

If Denied, Reason: _____

CSU Executive Available at Pickup: _____

Title: _____ Contact: _____

CONTRACT

Section I

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

- a. The aforementioned representatives ("Renter") acknowledge that the "Sound System Request Form," "Contract" and \$20 deposit must be turned in together at least ten (10) business days prior to the event date, notwithstanding the additional requirements set forth in paragraph I(c).
- b. In the event that the Sound System Request Form, Contract and Deposit are not turned in at least ten (10) business days prior to the event date, CSU can choose to deny the request for reservation of the sound system.
- c. If the event is occurring outside the Student Activities Office daily hours, Renter will complete form and set up a meeting with the Vice-President for Programming. They can be reached at 402.280.1713 or csuprog@creighton.edu to arrange a meeting. If no meeting is set up by Renter seven (7) business days prior to the event, the request will be denied.
- d. The Creighton Students Union will notify the Renter in writing if a request is denied at least five (5) business days prior to the event. Renter will be returned the "Sound System Request Form," "Contract," and "Deposit" at that time.
- e. If the request is approved, Renter will be returned the deposit within seven (7) business days after the event if all guidelines (as provided below) have been met by the Renter.
- f. **Guidelines for Return of the Deposit:**
 - Changes to time and location may only be submitted up to seven (7) business days before the event date and are subject to CSU approval.
 - Renter will meet CSU executive promptly at the Student Activities Office at the designated pick up time. Renter must have enough help to transport the equipment *without* the help of the CSU executive. If the Renter does not meet the CSU executive to retrieve the system, the deposit will be kept, as payment, by CSU.
 - Renter will stay with the CSU sound system at all times during the event. At no time will the Renter leave the system unattended.
 - Renter will be required to clean up and deliver the sound system back to the Student Activities Office at the designated time. All cords should be **neatly** wrapped and **organized**. All parts must be returned.

Renter Initials: _____ Moderator Initials: _____

Section II

- a. 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 applicable to using such equipment.
- b. 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 Student Activities Office. Renter 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) business days following the date of drop off indicated on the Sound System Request Form, except as otherwise permitted in writing by CSU. Renter shall be responsible for a late charge of \$5.00 per day after the expiration of the thirty (30) business day period.
- c. Renter and CSU executive will inspect equipment together prior to set-up. If not noted in writing during the set-up and acknowledged by both Renter and CSU executive, it is presumed that Renter has accepted the sound system in good working condition.
- d. In the event of inclement weather (to be determined by CSU executive or Student Activities Office staff member) the sound system will not be loaned if stationed outside, or even if it has to travel outside. In such circumstances, the deposit will be returned within seven (7) business days to the Renter. If poor weather occurs during the event, the Renter is obligated to pack up system promptly and return to Student Activities Office. If weather causes damage, Renter remains fully liable for the replacement of system or any specific parts.

Renter Initials: _____ Moderator Initials: _____

- e. A CSU executive agrees to copy this Sound System Request Form and return it to the designated organization's mailbox, located in the Student Activities Office, five (5) business days prior to the event date. The form will be completed with the name, title and contact information of the CSU executive that will be available at the time of pickup.

In the event that not all guidelines and contractual agreements as outlined by Section I and II are honored by the Renter, the Creighton Students Union can deny the organization or department use of the sound system for one full year from the date of the event listed on the Sound System Request Form. This notice will be submitted in writing by the Creighton Students Union no later than five (5) business days after the event.

Signature of Registered Student Org/Dept. Representative

Date

Signature of Registered Student Org/Dept. Moderator

Date

Signature of Creighton Students Union Executive

Date