**SGA Equipment Rental Agreement**

□ **SGA Sound System**

□ **SGA Large Grill**

**Organization:**

**Contact Person: Phone Number:**

**Title/Nature of Event:**

**On Campus: ⃝ Off-Campus: ⃝ Indoor: ⃝ Outdoor: ⃝**

**Location: Date: Time:**

**Setup Date/Time: Return Date:**

**Check Best Option for Sound System Rental:**

**Large Event Setup: ⃝ Small Event Setup: ⃝ Entertainment Setup: ⃝**

Due to the strenuous and tedious nature of setting up, running, breaking down the sound equipment, a fee of

$10.00 per one (1) hour for on-campus or $10.00 per one (1) hour (minimum of 3 hours) for off campus events will be charged for the use of the SGA sound system. Setup of the system is included in this fee; the sound equipment is not to be set up without the direct supervision of a trained member appointed by SGA.

Should the sound system incur serious damage or missing parts, the organization hosting the above event will be billed for the cost of repairs and/or replacements.

If you have any questions, please contact the SGA Webmaster, Hannah Schulte at hannaheschulte@ksu.edu  or at the SGA office at 785-826-7194.

**Club President Date: \_**

*(Signature)*

**SGA Webmaster**

*(Signature)*

**Date:**