STUDENT ORGANIZATION SOUND EQUIPMENT RENTAL AGREEMENT

Requests for sound equipment and Music Coordinator support must be received at least 10 days prior to the event date. Requests may be denied due to prior equipment agreement or schedule conflict. Completed requests should be submitted to getinvolved@trinity.edu.

Equipment Rental Package

☐ Wholly Contained Audio System: EZ Pro sound system by Audio Dynamix is a three-piece unit with speakers. Unit includes a mixer/amplifier/equalizer, single disc CD/DVD/MP3 player, wireless handheld microphone, and two adjustable speaker stands. **Best suited for events outside and/or 50+ participants.**

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Name of Event: __________________________________________________________

Name of Student Organization: ____________________________________________

Event Location: __________________________ Date of event: ____________________

**Setup time**: _______ AM/PM  **Start time**: _________ AM/PM  **End time**: ________ AM/PM

**Total Event Length** (including setup & clean up): _______  **Music Coordinator cost**: $_______ (# of hours x $10)

On-Campus Account # (funds will be withdrawn within 30 days of the event): ______________________

Special arrangements/instructions: __________________________________________

Organization Representative – Print Name  Phone number of Organization Representative

____________________________________  ______________________________________

E-mail of Organization Representative  Organization Representative – Signature & Date

____________________________________  ______________________________________

*Please allow a minimum of 30 minutes for setup and teardown respectively.

**Terms of Agreement**

• Each group/organization will pay an **hourly charge of $10.00.** Charges are determined by the duration of the event and the time necessary for setup and clean up. The fee is used to compensate the Music Coordinator for their time and experience.

• Music selection is the responsibility of the organization. All equipment must be run by the Music Coordinator. No equipment will be released to student groups/organizations.

• The renting party assumes responsibility for any and all equipment damaged during rental times.

• Any abuse of music equipment by an organization could lead to a restriction or discontinuation of their privileges.

**For Staff Use Only:**  Date Received: ____________________  Event Completed: Y / N

Music Coordinator Assigned: ______________________  Total Hours: ____________________