

Rental Agreement Request Form

THIS AGREEMENT MUST BE TURNED IN AT LEAST 1 MONTH PRIOR TO YOUR EVENT.

Primary Contact Name: _____ Telephone #: _____

Organization Name: _____

Name of Event: _____

Event Date: __/__/__ Event Location: _____ Event Time: _____

Equipment requesting:

Stevenson Event Center

Portable Speakers

Theater Headsets

Props (explain) _____

Wardrobe (explain) _____

If you are a SOAR or Student Media org, please have ALL FOUR signers initial the following statements.

As a representative for _____ (name of organization) hosting _____ (name of event), I will take responsibility for the rental of the products signed off in my name. If any damages shall occur to the Cultural Arts and Diversity property while under my possession, I understand that I will be held responsible and that my organization will no longer be able to engage in a partnership for the remainder of the year.

While using Cultural Arts and Diversity property, I will not charge any fees to UCSC studentS for attendance or participation in my event.

I will be sure to remain in attendance with all Cultural Arts and Diversity property checked-out in my name to ensure that no damages shall occur.

I will only hold the other signers of my organization responsible for keeping all Cultural Arts and Diversity rented property safe and I will ensure that they they are informed of this agreement.

If anything happens to Cultural Arts and Diversity property during the time of rental, I will notify the office as soon as possible.

I will not vandalize Cultural Arts and Diversity property.

I will turn in all Cultural Arts and Diversity property before or by the date and time given to me by Cultural Arts and Diversity.

After all four signers have carefully read over this contract please print, sign and date on the following lines.

(Name)	(Signature)	(Date)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____