

**Audio-Visual & General Equipment
Late Request Form**

SC Conference and Reservation Services Office
Student Center, Room 271
Phone #: (832) 842-6167 Fax #: (713) 743-5282
Email cars@uh.edu Web www.uh.edu/studentcenters

Organization Name: _____
Official Organization Representative: _____

Registered Student Organizations will be charged for AV equipment on late request.

Date of Request: _____ Time of Request: _____ Res. ID#: _____

Date Needed: _____ Time Needed: _____ Location Needed: _____

➔ List equipment requested & indicate the quantity needed. Prices will be quoted for items that require a rental charge.

<u>Item</u>	<u>Quantity</u>	<u>Rental Charge</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total Amount All Charges =		\$ _____

➔ By requesting and receiving the equipment items listed above, you agree to take full responsibility on behalf of your organization to pay all required rental charges.

➔ Your organization will be sent an adjusted Reservation Confirmation noting all rental charges within 10 days after the event has occurred. All rental charges must be paid within 2 weeks of the date of the adjusted Reservation Confirmation.

Official Representative's Signature and Date: _____

Delivered by: _____ Date/Time: _____
(SC Event Services Staff Member Printed Name)

Audio-Visual Equipment/Other Service Fees

➔ Availability of equipment & personnel for Late Requests may be limited. The SC does not provide equipment/furniture for locations other than the SC or SC Satellite.

➔ Registered Students Organizations are charged for Late Request AV Equipment and fund raisers.

<u>Equipment Item:</u> (Price per unit)	<u>Charge:</u>	<u>Equipment Item:</u> (Price per unit)	<u>Charge:</u>
AV Cart	Free	Pegboards/Divider (for banners, posters, fliers)	Free
CD Player	##	Podium (Amplified Standing or Tabletop)	\$15
Chalkboard	Free	Podium (Standing, Tabletop, UH Logo)	Free
Conference Phone (Local calls only)	###	Projection Screen	Free
Dry Erase Board	Free	Sign Stand	Free
DVD Player	#	Stage Platforms	\$25
Easels	Free	Stanchions (Crowd Control System)	Free
Extension Cord	Free	Trash Cans (additional for large events)	Free
Flip Chart w/ Paper & Markers	\$10	TV /VCR /DVD Unit	\$25
Flag Presentation Set (USA, Texas, UH)	\$10	Other:	
LCD Projector (RSO - \$25)	\$100		
LCD Projector Ex. Spks	#		
Laptop Computer	\$100		
Laptop Computer Ex. Spks	##		

Large Event Spaces: (Charges Per Day)

___ Sound System	\$ 100 (Non-UH Sponsored)	\$ 75 (UH Sponsored)
	\$ 50 (UH Depart.)	\$ 25 (RSO)
(There are additional charges for equipment when needed for events. These items will be identified in advance.)		
___ Video Projection	\$ 300 (Non-UH Sponsored)	\$ 225 (UH Sponsored)

Non-UH and Sponsored - \$40, Department - \$20, Student Reg. Org. - \$10

Non-UH and Sponsored - \$25, Department - \$10, Student Reg. Org. - \$5

Non-UH and Sponsored - \$60, Department - \$30, Student Reg. Org. - \$15