



16 NW Kansas, Bend OR 97701
(541) 385-6908 FAX (541) 385-3370

LCD Rental Agreement

Name of event at which LCD will be used _____

Date(s) of event _____

Hours of usage (including set up and tear down) _____

Fees (check one):

COEC Member Group: \$25 (unlimited)

Non-Profit: 4 Hours of less = \$30 4-8 hour usage = \$60 Hourly charge over 8 hours = \$10/hour

Business: 4 hours or less = \$50 4-8 hour usage = \$100 Hourly charge over 8 hours = \$20/hour

Billing/Contact Information

Name of Org., Bus., or Individual (the Lessee) _____

Billing Address _____

Contact Name _____ Daytime Phone# _____

Email _____ FAX _____

All LCD Rental Reservations require a Credit Card Security Deposit with a minimum available credit equaling above said fees plus \$1,500 coverage. Payment of room rental & LCD rental fee must be paid before date of event with check, cash or with credit card

Visa or MasterCard Card #: _____ Exp. Date: _____

Name on card: _____ Signature: _____

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LCD Rental Policy: PLEASE READ CAREFULLY

- ◆ The LCD projector is rented on a first come, first served basis.
- ◆ The Center's business hours are 9am – 5pm Monday - Friday. **If your rental period begins prior to opening or extends past closing you will need to pick up a key to the LCD storage unit during regular business hours the day prior to your meeting.** If the key is not returned in the key lock box immediately after your rental period you will be charged a re-keying fee of \$50.00.

- ◆ All first time Lessee's of the LCD projector must receive a five-minute usage training from a COEC staff person. Usage training is available during business hours only. If you have accessibility to the computer equipment that you will be using with the LCD projector, it is highly recommended to test your equipment before your meeting actually occurs.
- ◆ If additional support from the COEC staff is required OR if you prefer COEC to set up your equipment (only available during regular business hours), COEC will assess a set-up and breakdown fee of \$25 per event.
- ◆ The Lessee takes full responsibility of the LCD projector, including all peripherals, during the time of the rental period until it is securely locked after rental period and key returned. If the equipment is damaged, broken, or otherwise harmed, the Lessee agrees to pay for the damage as assessed by COEC. If it is stolen or not returned, the Lessee agrees to pay for the equipment at the current list price of \$1500.
- ◆ The Lessee may not, for any reason, remove the LCD projector from the building.
- ◆ The Lessee may not remove or cover over any serial numbers, tags, nameplates, or identifying logos on the LCD Projector.
- ◆ **FEES:** Rental Fees will be assessed beginning at the time of pick-up and end at the time of return. The time of return is solely based on the return of the key. If the key is not returned within the time of
- ◆ **CANCELLATION POLICY:** Cancellation of LCD rental must be done at least 10 business days before each meeting date. If cancellation occurs between 20 – 10 days, a cancellation fee of 50% of LCD rental will be assessed. If a cancellation occurs 9 days or less prior to each meeting date, full LCD rental will be assessed. **Cancellation must be received in writing OR confirmed verbally with the Office Manager.**

I have read, understand and agree to comply with the rules set forth regarding facility usage including conditions listed on reverse. I further agree that I am of "legal age" and will be personally responsible for the repair of damage to property or facilities and for replacement of stolen property.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

In case of emergency, call Kim at 541-633-7176 or Mike at 541-420-8565.