



the environmental center

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

Audio/Visual Equipment Rental Agreement

Name of event at which Audio/Visual Equipment will be used _____

Date(s) of event _____

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

Equipment to be used during event: (check all that apply)

LCD Projector Fee: \$15

Speaker Extension Cord: (for connecting in-house speakers to your laptop computer):

MP3 iPod/CD/AM/FM Stereo Music System Fee: \$15

Billing/Contact Information

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

Billing Address _____

Contact Name _____ Daytime Phone# _____

Email _____ FAX _____

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Audio/Visual Rental Policy: PLEASE READ CAREFULLY

- ◆ All Audio/Visual equipment 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 Audio/Visual storage unit during regular business hours the day prior to your meeting.** If the key is not returned immediately after your rental period you will be charged a re-keying fee of \$50.00.
- ◆ All first time Lessee's of the Audio/Visual equipment must receive a short equipment use training from a TEC staff person. Training is available during business hours only. It is highly recommended that you test compatibility of your computer and/or MP3 player with our Audio/Visual equipment before your meeting actually occurs, to avoid problems at your event.
- ◆ If additional support from the TEC staff is required, OR if you prefer TEC to set up your equipment for you (available only during above business hours), TEC will assess a set-up and breakdown fee of \$25.00 per event.
- ◆ The Lessee takes full responsibility of Audio/Visual equipment rented until the equipment rented is returned to and securely locked in the storage cabinet and the cabinet storage key returned. If any A/V equipment is damaged, broken, or otherwise damaged during the rental period while the storage key is in Lessee's possession, the Lessee agrees to

pay for repair of the damage at the cost determined by TEC. If any equipment is stolen or not returned during the rental period, or while the storage key is in Lessee's possession, the Lessee agrees to pay to replace the equipment, at the cost determined by The Environmental Center.

- ◆ The Lessee may not, for any reason, remove any Audio/Visual equipment from the building.
- ◆ The Lessee may not remove or cover over any serial numbers, tags, nameplates, and/or identifying logos on The Environmental Center's Audio/Visual equipment.
- ◆ **CANCELLATION POLICY:** Cancellation of Audio/Visual equipment rental must be done at least 5 business days before rental. If cancellation occurs between 20 – 5 days, a cancellation fee of 50% of Audio/Visual equipment rental will be assessed. If a cancellation occurs 4 days or less prior to each meeting date, full Audio/Visual equipment 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 A/V equipment rental and usage, as listed above. 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 lost or stolen property.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

In case of emergency, call:

- Marianne at 541-788-2105 or 541-318-3498; or
- Mike at 541-420-8565 or 541-389-8286.

Updated 4.22.14