

# Equipment Rental Price List

Instructional Media Services | Riley-Hickingbotham Library | Ouachita Baptist University  
Kevin Yearby, Coordinator - (870) 245-5388 [yearbyk@obu.edu](mailto:yearbyk@obu.edu)

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## Equipment Fees – NON-Academic Rentals \*\*

- Multi-Media Projector (per day) **\$30**
  - Projectors come with power cord, VGA cable, and HDMI cable. You must provide your own computer/laptop to connect to projector. If you have a Mac computer, you will need a Mac adapter. IMS does not have any of these adapters and you will need to provide your own.
- Cart (per day) **\$10**
- Screen (per day) **\$10**
- Combination Setup (projector/cart/screen) (per day) **\$50**
- Speakers (per day) **\$10**

## Deposit Amount (waived by IMS coordinator if deemed appropriate) **\$100**

- For all rentals – there is a \$100 deposit PLUS the daily rental fees due upon pick up (or receipt) of equipment. Upon return of equipment, in the same working order as when picked up (or received), the deposit will be returned to the patron.
- In the event of damaged equipment, the deposit amount will be forfeited, and any additional amounts, as determined by the Media Services Coordinator, will be charged to the patron. The additional amount will be due upon notice to patron.

\*\* NOTE: All equipment is limited in quantities and available on a first-come, first-served basis. One to two week notice/reservation prior to your event would be appreciated.

# Supply Price List

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- Color Printing (per page, per single side) 35¢
- Construction Paper (per sheet) 35¢
- Lamination (per inch) 10¢
- Media Duplication or Transfer (per item for OBU affiliates) \$5.00
- Media Duplication or Transfer (per item for non-OBU affiliates) \$10.00
- Poster Board (per sheet) \$1.00