

Equipment Rental Agreement

Instructional Media Services | Riley-Hickingbotham Library | Ouachita Baptist University
Shawn M. Pagel, Coordinator - (870) 245-5388 pagels@obu.edu

I understand that I am responsible for the repair and replacement costs incurred while these items are in my possession. I will return these items in their original condition by the due date. In the event of damaged equipment, the deposit amount will be forfeited, and I will be responsible for any additional amounts, as determined by the media services coordinator. The additional amount will be due upon my receipt of the charges. By signing below, I agree to the terms and conditions as stated above.

Borrower Name (printed)

Date

Borrower Address

City

State

Zip Code

Borrower Signature

Date

Preferred Phone # _____ **Ph. # day of event** _____

Email Address

Date to be picked up/set up

Date to be returned

Equipment Rented

Multimedia Projector #

Brand

Model

Cart #

Screen#

Speakers #

Rental Fees Due

\$ _____

Deposit Due

\$ _____

TOTAL DUE:

\$ _____