

RENTAL AGREEMENT

48 Hour Advance Reservation Required!

Department Name Date:

PEOPLESFT CHARTFIELDS

ACCOUNT	FUND	ORG ID	PROGRAM	SUB-CLASS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ALL FOUNDATION ACCOUNTS MUST ATTACH A FOUNDATION PO WITH THE RENTAL AGREEMENT. NO RENTAL AGREEMENT WILL BE FILLED UNTIL THE FOUNDATION PO IS RECEIVED BY THE WAREHOUSE.

Date Needed Location

Time Needed A.M. P.M.

Return Date Pickup Time A.M. P.M.

Phone Mail Stop

Authorized Signature _____

Please send two (2) signed copies to UW 127

Chairs	<input type="text"/>	X	Number of Days	<input type="text"/>	X	.60 each/Day	=	\$	<input type="text"/>
Tables	<input type="text"/>	X	Number of Days	<input type="text"/>	X	5.00 each/Day	=	\$	<input type="text"/>
Set up - Chair	<input type="text"/>				X	.35 each	=	\$	<input type="text"/>
Set up - Table	<input type="text"/>				X	.60 each	=	\$	<input type="text"/>
Take Down - Chair	<input type="text"/>				X	.35 each	=	\$	<input type="text"/>
Take Down - Table	<input type="text"/>				X	.60 each	=	\$	<input type="text"/>
TOTAL CHARGE								\$	<input type="text"/>

1. Renter is responsible for all loss or damage to equipment.
2. No off campus delivery of tables and chairs.
3. No weekend deliveries.
4. Set up and take down of equipment will be done at an additional charge.
5. Renting party will provide a safe storage site for equipment used on a weekend or holiday event.
6. Renter will be required to set up and take down all tables and chairs. Tables and chairs must be placed in the portable storage racks after use. If renters do NOT take down, the appropriate charges will be assessed.

Tables Chairs

Received by: Date:

Returned: Tables Chairs

Warehouse Clerk: