



DEPAUL UNIVERSITY

OAK FOREST CAMPUS

MEETING AND EVENT SERVICES

Audiovisual Rental Equipment Request Form

Please FAX back to
Oak Forest: 708 633-9095

Standard equipment included with room rental includes:
Overhead transparency projector, wall screen, easel with flip chart, podium

Check Requested Items	Fee	Date/s Required	Costs
<input type="checkbox"/> Computer/Overhead Projector	\$200.00 per day	_____	_____
<input type="checkbox"/> Playback System (VCR/DVD)	\$ 75.00 per day	_____	_____
<input type="checkbox"/> Slide Projector	\$ 50.00 per day	_____	_____
<input type="checkbox"/> Overhead Projector	\$ 25.00 per day	_____	_____
<input type="checkbox"/> Internet Connection (only)	\$ 25.00 per day	_____	_____
<input type="checkbox"/> Additional Easel with Flip Chart	\$ 25.00 per day	_____	_____
<input type="checkbox"/> Additional Flip Chart	\$ 20.00 per day	_____	_____
<input type="checkbox"/> Additional Easel	\$ 15.00 per day	_____	_____
<input type="checkbox"/> Portable Cassette/CD Player	\$ 15.00 per day	_____	_____
<input type="checkbox"/> Other			

Total Amount due for AV rentals _____

ORGANIZATION:
DATE:
TIME:
ROOM NUMBER

PLEASE NOTE:

All equipment is owned by DePaul University and is to be used on university premises only. AV Technician is not available. Renter must have knowledge of equipment operation.

CANCELLATION POLICY: All AV orders not canceled at least 48 hours in advance will be billed at 1/2 of the rental fee. Please fax or email cancellation order.

Signature

Date