

MULTIMEDIA EQUIPMENT RENTAL REQUEST

THE UNIVERSITY OF TEXAS AT AUSTIN, INFORMATION TECHNOLOGY SERVICES

Mail completed form to ITS Audio Visual & Multimedia Services, SER 315, C3800 or Fax to (512) 471-7717

DEPARTMENT _____ DEPT REQ NO. _____ DATE _____

REQUESTER NAME _____ E-MAIL _____ PHONE _____

CONTACT NAME _____ MAIL CODE _____ BLDG/ROOM _____

CONTACT E-MAIL _____ PHONE _____

ACCOUNT NUMBER _____ AUTHORIZED SIGNER _____
(or Work Order No.)

AUTHORIZED SIGNATURE _____

1. If you are reserving this equipment for an event, you **must reserve the space** through the department or organization that manages the space or through Official Publications, (512) 475-7600. Reserve the space **at least 30 minutes before the event starts and at least 30 minutes after the scheduled end** for set up and strike.
2. Please use this form for Blanket Order requests as well.
3. **Need help filling this out?** Call (512) 471-9238 or visit the Web site at www.utexas.edu/its/av/, which includes the price guide for Equipment Rental.

RENTAL REQUEST

EQUIPMENT	# NEEDED
Assistive Listening Device (ALD) System	
Audio, Cassette-Tape Player/Recorder	
DVD Player	
Extension Cord	
Lecternette	
Projection Screen	
Projection Cart or Stand	
TV Monitor/Receiver	
VCR Player/Recorder	

DURATION OF RENTAL

Daily ¹	Weekend ²	Week ³	Month ⁴	Semester ⁵
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specify Date(s) and Times (if applicable) for Rental:

Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

DELIVERY/PICKUP

Do you want the ITS to DELIVER and PICKUP the equipment from your location (\$26 charge)?

Yes, please deliver and pickup the equipment.

Requested
Delivery Date: _____ Time: _____

Requested
Pickup Date: _____ Time: _____

No, I will pick up and return the equipment myself.
ITS will let you know when and where you may pick up and return your equipment after your order is processed (equipment is usually stored in SER 315B).

EVENT NAME OR CLASS DESIGNATION:

LOCATION (Please include the building, room and any other information necessary to describe the location):

SPECIAL INSTRUCTIONS (Attach diagrams, drawings and extra pages as necessary):

¹ Daily rates apply for any part of the day.
² Pickup after 1 p.m. and before 4 p.m. Friday; return before 12 p.m. Monday. Extensions will be billed at daily rates.
³ More than three (3) days, fewer than eight (8) days.
⁴ More than ten (10) days, fewer than thirty-two (32) days.
⁵ More than sixty-two (62) days, fewer than 120 days.