

|  |  |  |
| --- | --- | --- |
| **Graduate Student Government**  University of Maine |  | 5755 Stodder Hall  Orono, ME 04469-5755  Tel: (207) 581-4548  www2.umaine.edu/gsg |

Presentation Board Rental Form

Please fill out this form completely and email to: the GSG Vice President at [Ashley.hill@maine.edu](mailto:jack.mclachlan@maine.edu)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Mailing Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Phone Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Phone Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Rental Dates Number of boards

By signing this form, I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that I am renting \_\_\_\_ presentation boards from the University of Maine Graduate Student Government (GSG) for a total of \_\_\_\_ days. By signing this form, I am also stating that I have read and completely understood the University of Maine GSG’s policy for this equipment as it is written in the GSG Presentation Board Rental Policy, which states that I will be responsible for theft of or damage to these boards while they are signed out to me, that I am responsible for transporting the boards and further that I will return the boards within the next business day following the end of the event unless otherwise arranged.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**-----------------------------------------------------------------------------------------------------------------**

FOR GSG USE ONLY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Rented Date Returned

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Arrangements

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspected by Condition of returned boards

Presentation Board Rental Policy

Presentation Board Description:

* Presentation boards have a usable area 60 inches wide and 72 inches tall. They are double sided, cloth covered and mounted on wheels. The cross-section is an upside down T (more space efficient than the A frame boards).
* 48 presentation boards are available.

Contact:

* The GSG presentation boards are stored in Stodder Hall and managed by the GSG Vice President.
* To rent presentation boards, an organization must fill out a Presentation Board Rental Form, have the form signed by the organization’s supervisor/head, and contact the Vice President to arrange for pick-up and drop-off.

Rental Policy:

* The renter is responsible for transporting the presentation boards from and back to storage through Facilities Management.
* The rental cost is $10 per board per day for up to 3 days. Additional days after 3 days will be charged at $5 per board per day.
* Payment must be made within 30 days of rental for on campus organizations. The Graduate Student Government may request payment prior to rental for other organizations. For on campus organizations, payment should be sent to Tammy Crosby at the Graduate School using an Interdepartmental Order (IDO). Checks are to be made payable to the Graduate Student Government and mailed to:

Graduate Student Government

Attn: Treasurer

62 Stodder Hall

Orono, ME 04469

* Presentation boards are rented on a first come, first served basis. To check availability, contact the GSG Vice President.
* The renter is responsible for excessive damage to presentation boards beyond that associated with normal use. In the event that the boards are rendered inoperable (broken backerboard, torn or stained cloth etc.), including damage related to transportation and theft, the renter shall be liable for $200 dollars per board. Boards will be inspected after each rental and the renter will be contacted within two weeks if damage is found.