

# Presentation Board Rental Policy

## Cost of Presentation Boards

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 from external organizations. For on-campus organizations, payment should be sent to Kristen Freeman at the Graduate School using an Interdepartmental Order (IDO). This correct IDO form is available via the GSG Vice President. Off-campus organizations should make checks payable to the Graduate Student Government and mail to:

Graduate Student Government  
Attn: Treasurer  
5775 Stodder Hall  
Room 62  
Orono, ME 04469-5775

## Transportation of Presentation Boards

For transportation to an on-campus location, the renter is responsible for submitting a work request through Facilities Management to transport the presentation boards to and from the event. The renter must request that the GSG Vice President be present during pickup and return of presentation boards. The presentation boards cannot be transported if the GSG Vice President or selected GSG representative is not there to verify the number of presentation boards and their condition. This is to ensure that the renter receives the correct number of boards and that no damaged boards are being delivered.

Transportation off campus should be arranged by the renter and GSG Vice President.

## Damage to or Theft of Presentation Boards

The renter is responsible for excessive damage to presentation boards. If the boards are rendered inoperable (broken backer board, torn or stained cloth, damaged wheels, etc.) upon return, the renter shall be liable for up to \$200 per board. Any presentation boards that are not returned will result in a \$200 fine per board. Boards will be inspected before and after each rental. The renter will be contacted within two weeks if damage is found.