

# FACILITIES OPERATIONS - TABLE & CHAIR RENTAL FORM

TODAY'S DATE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

PICKUP DELIVERY PICKUP/DELIVERY DATE: \_\_\_\_\_

**NOTES:**

*PICKUP-Tables and chairs can be picked up by the Storeroom overhead door on the west side of the General Services Building.  
DELIVERY-Additional charges will apply. A work order must be sent through to Mike Bassett in order for your delivery request to be processed.*

RETURN DATE: \_\_\_\_\_ Work Order # \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_ WILL YOU BE ATTENDING? Yes No

LOCATION WHERE ITEM(S) WILL BE USED: \_\_\_\_\_

TABLES 8' Rectangular QTY: \_\_\_\_\_ 6' Round (limited qty.) QTY: \_\_\_\_\_

CHAIRS QTY: \_\_\_\_\_

YOUR NAME (PRINTED): \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BILLING ORGANIZATION: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

MOCODE (S&T ONLY): \_\_\_\_\_ PS ACCT. (S&T ONLY): \_\_\_\_\_

## CONDITIONS OF RENTAL

*By signing the form, you understand and agree with the following terms and conditions:*

- I understand if item(s) are dirty, I may be charged.
- I understand if item(s) are lost or returned broken, I will be charged for the replacement value of each broken or lost item(s) (\$207.00 per table & \$26.00 per chair).
- I understand if item(s) are returned late, fees may be assessed for each day not returned.
- I understand, as the signer, I am the person responsible for the condition and the prompt return of item(s) rented.
- I understand I am responsible for providing my own labor for the pick-up and return of item(s) rented.
- I understand that item(s) may be picked up & returned Monday – Friday, 8:30 a.m. – 12:00 p.m. and 12:30 p.m. – 3:30 p.m. only. Item(s) returned after hours will incur charges. Exception: No charge for Saturday & Sunday if picked up on a Friday and returned on the following Monday.
- I understand that item(s) are not to be left outside or left unsecured overnight.

*Signature of this form constitutes acknowledgement and agreement to the above Conditions of Rental.*

**SIGNATURE** \_\_\_\_\_

*We will accept Cash or Check (please make checks payable to Missouri S&T)*

## FACILITIES OPERATIONS - TABLE & CHAIR FEE SCHEDULE

### Missouri S&T Affiliated Group(s) Only Rental Fee

| <b>TABLES - 8' Rectangular and 6' Round (limited qty.)</b> |                           |                   |
|--|---------------------------|-------------------|
|  | <b>1<sup>ST</sup> day</b> | <b>\$6.00 EA.</b> |
|  | <b>Extra days</b>         | <b>\$3.00 EA.</b> |
| <b>CHAIRS</b>  |                           |                   |
|  | <b>1<sup>ST</sup> day</b> | <b>\$1.00 EA.</b> |
|  | <b>Extra days</b>         | <b>.50 EA.</b>    |

• *Tables and chairs can be rented at the above rates for up to one (1) week. Please contact Physical Facilities if you have a need to rent for an extended period.*

• *No charge for Saturday & Sunday if picked up on Friday and returned the following Monday.*

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#### **REPLACEMENT COSTS:**

TABLES: \$207.00 EA.

CHAIRS: \$26.00 EA.