

FACILITIES OPERATIONS, PHYSICAL FACILITIES

Mobile Stage Rental Form

Today's Date: _____

Work Order # _____

Delivery & Setup Date: _____

Event Date: _____

Rental Items (does not include set-up fees)

- Stage Skirt rental: **Yes** **No**
- Podium rental: **Yes** **No**
- PA System rental: **Yes** **No**
- Black Pipe & Drape rental: **Yes** **No**

Conditions of Rental Agreement

I understand, as the signer / sponsor, I am the person responsible for making sure the stage is properly cared for while in my possession.

I understand, as the signer / sponsor, if the stage is damaged in any way I could be held accountable and charged a fee that reflects the assessed damages.

Name of Event: _____

Location of stage delivery & setup: _____

Your Name (printed): _____

Will you be attending?	Yes	No	If not, who will be the attending sponsor?
Name:	_____		Phone: _____

Billing Organization: _____

Billing Address: _____

Phone: _____ Email: _____

MoCode (S&T only): _____ PS Account (S&T only): _____

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)

Mobile Stage Fee Schedule for (University Affiliated Groups Only)

- 12' X 16' – Mobile Stage with Tuff Coat Surface
Daily rental fee: \$350.00 (fee includes delivery & set up / tear down & pick up by S&T Physical Facilities staff only)

- Podium rental:
Daily rental fee: \$75.00 (does not include set up fees)

- PA System rental:
Daily rental fee: \$75.00 (does not include set up fees)

- Black Pipe & Drape rental:
Daily rental fee: \$100 (does not include set up fees)

- No individuals or groups will be allowed to pick up or set up the mobile stage on their own.

Note: We reserve the right to refuse rental when it is in the best interest of the University.