

FACILITIES OPERATIONS - PHYSICAL FACILITIES

Tent Rental Form

Today's Date: _____ Work Order # _____

Delivery & Setup Date: _____ Event Date: _____

Conditions of Rental Agreement

- As the signer / sponsor, I am the person responsible for making sure the tent is properly cared for while in my possession.
- As the signer / sponsor, if the tent is damaged in any way I could be held accountable and charged a fee that reflects the assessed damages.

Name of Event: _____

Location of tent 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: _____

MO Code (S&T Only): _____ PS Account (S&T Only): _____

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

Signature: _____

We will accept Cash or Check: Please make checks payable to Missouri S&T

Tent Fee Schedule for (University Affiliated Groups Only)

- Tent – 30' x 30'
- \$350 rental + \$350 labor cost = \$700 total (Fee includes delivery & setup / tear down & pickup - by S&T Physical Facilities Staff only)
- Additional fees will apply if tent is delivered and set up for off campus S&T activities (Delivery & setup / tear down & pickup - by S&T Physical Facilities Staff only)
- No individual(s) or group(s) will be allowed to pick up or set up the tent on their own.

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