FACILITIES OPERATIONS, PHYSICAL FACILITIES

Mobile Stage Rental Form

Today’s Date: ________________________________

Delivery & Setup Date: ________________________  Event Date: ________________________________

- Stage Skirt rental: (circle one) **Yes** or **No** (does not include set up fees)
- Podium rental: (circle one) **Yes** or **No** (does not include set up fees)
- PA System rental: (circle one) **Yes** or **No** (does not include set up fees)
- Black Pipe & Drape rental: (circle one) **Yes** or **No** (does not include set up fees)

**Conditions of rental agreement – please read the following and initial:**

_____ 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.

**Please Print Clearly:**

Name of Event: ________________________________

Location of stage delivery & setup: ________________________________

Your Name (printed): ________________________________

Will you be attending? (circle one) **Yes** or **No** - If not, who will be the attending sponsor? (list name & phone #): ________________________________

Billing Organization: ________________________________

Billing Address: ________________________________

Phone: ________________________________  Email: ________________________________

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

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

Signature: ________________________________

**Please complete and return to:**

Missouri S&T • Physical Facilities • 901 Facilities Avenue • Rolla, MO 65409

Phone: 573-341-4252 • Fax: 573-341-6665

Email: Mike Bassett - bassettmr@mst.edu • Email: Penny Roberts – robertsp@mst.edu
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.