

External Groups Classroom Technology Services Request Form

Name of Organization: _____

Contact Person: _____

Phone Number: () _____ **Date(s):** _____

Set-Up time: _____ **End time:** _____ **Room # & Location:** _____

Cancellation policy: All orders not canceled at least 24 hours in advance will be billed at one-half (1/2) of the rental fee.
Confirmation policy: Fax or send all requests to Conference Services: fax number (312) 362-5638.

Rental Items

Check requested Item(s)

Video Equipment

	Qty	# of Days	Price	Total
Playback Systems (VHS, Beta and 3/4" video playback format, 25" screen monitor) (Cart included in price)	_____	_____	\$169.00	\$ _____
Additional television monitor (all monitors are 25")	_____	_____	\$ 85.00	\$ _____
VHS Camcorder w/tripod (without attendant)	_____	_____	\$142.00	\$ _____
Slide Projector with remote	_____	_____	\$57.00	\$ _____
High Intensity Overhead	_____	_____	\$85.00	\$ _____

Audio Equipment

PA system with wired microphones including a stand	_____	_____	\$85.00	\$ _____
Additional microphones: _____ floor _____ table	_____	_____	\$34.00 ea.	\$ _____
Wireless microphone	_____	_____	\$85.00 ea.	\$ _____
Cassette Recorder	_____	_____	\$18.00	\$ _____
Compact Disk Player (includes speakers)	_____	_____	\$57.00	\$ _____
Mic Mixer (needed with more than one mic)	_____	_____	\$38.00	\$ _____

Computers and Data Display Devices

LCD projectors (SVGA 800x600)	_____	_____	\$338.00	\$ _____
Computer Interface (needed for rooms 8005, 8010, 8203 through 8209)	_____	_____	\$75.00	\$ _____
Pentium computers running Windows XP and Office 2003	_____	_____	\$225.00	\$ _____

(With computer-fees, include an interface device and a technician to assist with set-up only)

Miscellaneous Audio-Visual Equipment

Additional overhead projector	_____	_____	\$57.00	\$ _____
Universal slide tray	_____	_____	\$7.00	\$ _____
A/V Cart	_____	_____	\$25.00	\$ _____

Technician Rates

Regular business hours (8am to 9pm Monday through Friday)	_____ hrs _____	\$18.00 hr	\$ _____
Premium/Overtime (after 9pm Monday through Friday and weekends 8am to 5pm)	_____ hrs _____	\$25.00 hr	\$ _____

Total Amount Due for AV rentals: Total \$ _____ X _____

X _____
Client Signature



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