\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ticket Number

**Projector Rental Form**

Missouri University of Science and Technology recognizes the occasional need of faculty and staff to borrow projectors for University business on campus and for special occasions such as University events, etc. To accommodate this need, the University has several projectors available for rent based on a user’s particular needs. The terms and conditions of borrowing a projector from Missouri S&T-IT are as follows:

**BILLING:**

Monday-Thursday: $10.00 per 24 hours or fraction thereof.

Friday: $10.00 if returned to the walk-in by 4:30PM Friday or to the Library Circulation desk by noon on Saturday. Otherwise $20.00 when returned on Monday before the time it was originally checked out.

1. My department will be responsible for loss of or physical damage to the projector while it is checked out to me.

MoCode for loss or damage:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I will return the projector and it’s peripherals to IT on the requested return date and will contact IT should an extension be required.
2. MoCode for rental charges (if different):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have been informed of the terms for Missouri S&T IT Department staff to provide the requested projector loaner services.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@mst.edu

Customer Name (Printed) S&T User ID (your email address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Individual Date

Authorized to approve charges

To above MoCode(s)