



Rice Memorial Center & Chapel
Ley Student Center

RE: Portable Sound System Rental Policy

The Student Center has four (4) portable sound rental packages available for on-campus events by the Residential Colleges, Registered Student Organizations, and University Departments. By no means should the sound system be taken off-campus. The system may be picked up the day of the event from the Student Center Information Center and returned within 24-hours following the event.

Package #1: Voice amplification for a small group meeting

This "micro" system comes with one JBL EON speaker and a microphone. Ideal for a small group setting where a speaking voice needs to be amplified.

Price:

Student Group - \$25.00

Departments - \$50.00

External Group - \$75.00

Package #2*: Music amplification for a medium/large event

This "small" system comes with our portable rack (CD/tape player), amplifier rack, and two JBL speakers. This package is ideal for playing background music outdoors to enhance an event.

Price:

Student Group - \$50.00

Departments - \$100.00

External Group - \$150.00

Package #3*: Music and voice amplification for a medium/large event

This "medium" system comes with everything in package #2, plus microphones (up to six) and boom stands. This package is ideal for events where background music and announcements are needed.

Price:

Student Group - \$75.00

Departments - \$125.00

External Group - \$200.00

Package #4**: Concert set-up for large events

This "large" system comes with the Mackie mixing board, portable rack/amp, two JBL speakers, snake cables (if needed), microphones, and boom stands. This package is ideal for live bands.

Price:

Student Group - \$100.00

Departments - \$150.00

External Group - \$250.00

* = Student Center Technician may be hired when renting this package. There is a minimum of one hour labor for the "small" system and two hours for the "medium" system.

** = Student Center Technician is **required** when renting this package. There is a minimum of four (4) hours labor.

Labor:

8am - 10pm	Student Group \$15/per hour	Department \$25/per hour	External Group \$40/per hour
10pm - 8am	Student Group \$20/per hour	Department \$30/per hour	External Group \$65/per hour
Weekends	Student Group \$20/per hour	Department \$30/per hour	External Group \$65/per hour

Rice University Student Center

6100 Main Street MS-530 Houston, Texas 77005

Phone: 713/348-4096 Fax: 713/348-5976 E-mail: scevents@rice.edu Website: www.rice.edu/sc

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LOAN OUT AGREEMENT

By signing this form, I abide to all terms listed below. At the termination of this agreement, I will return the borrowed equipment in the condition I received it to the Information Center, located in the Ley portion of the Student Center.

Terms:

1. I take full responsibility for all equipment loaned to me.
2. I agree to pay for any damage inflicted to the equipment while it is in my possession.
3. I agree to pay for any necessary maintenance charges due to neglect while the equipment is in my possession.
4. I agree to pay for any missing or broken parts.
5. If maintenance becomes necessary, I will inform the Student Center and deliver the malfunctioning unit to them.
6. The Student Center has the right to cancel this loan agreement if negligence to the equipment is suspected.
7. I agree to return the equipment within 24-hours following the event.

Date(s) of Loan: _____ From: _____ To: _____

Event Location: _____

Copy of Drivers License or Rice ID

**Make photocopy of the
Drivers License or Rice ID
and place here.**

Equipment:

SC Equipment #:

Name: _____

Department/Organization: _____

Telephone Number(s): _____

Signature: _____

Faculty Sponsor/College Master Approval Signature (if necessary): _____

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