



DEPAUL UNIVERSITY

NAPERVILLE CAMPUS

150 W. Warrenville Road – Naperville, IL 60563

Phone: (312) 476-4800 – Fax: (630) 548-1963 – Web: <http://suburbancampuses.depaul.edu>

MEETING AND EVENT SERVICES Audiovisual Rental Equipment Request Form

Please FAX back to Naperville Campus: (630) 548-1963

Standard equipment included with room rental includes:
Overhead transparency projector, wall screen & easel with flip chart

Check Requested Items	Fee	Date(s) Needed	Cost
<input type="checkbox"/> LCD Overhead Projector (only) For use with Client supplied laptop. Includes Classroom Ceiling-Mounted Audio Speaker	\$100.00 per day	_____	_____
<input type="checkbox"/> Classroom Technology Package Ceiling-mounted LCD Projector, Instructor Computer, Internet Connection, Combo VHS/Blu-Ray Player, Classroom Ceiling-Mounted Audio Speaker	\$200.00 per day	_____	_____
<input type="checkbox"/> VHS Camcorder with tripod	\$100.00 per day	_____	_____
<input type="checkbox"/> Playback System (VCR/DVD)	\$ 75.00 per day	_____	_____
<input type="checkbox"/> Slide Projector	\$ 50.00 per day	_____	_____
<input type="checkbox"/> Additional Screen	\$ 30.00 per day	_____	_____
<input type="checkbox"/> Additional Overhead Projector	\$ 25.00 per day	_____	_____
<input type="checkbox"/> Conference Phone	\$ 25.00 per day	_____	_____
<input type="checkbox"/> Additional Easel with Flip Chart	\$ 25.00 per day	_____	_____
<input type="checkbox"/> Additional Flip Chart	\$ 20.00 per day	_____	_____
<input type="checkbox"/> Additional Easel	\$ 15.00 per day	_____	_____
<input type="checkbox"/> Portable Cassette/CD Player	\$ 15.00 per day	_____	_____
<input type="checkbox"/> Classroom Audio Speaker Only	\$ 25.00 per day	_____	_____
<input type="checkbox"/> Microphone	\$ 25.00 per day	_____	_____
<input type="checkbox"/> Wireless Internet connection	No charge	_____	Qty: _____
<input type="checkbox"/> Other		_____	_____
Total Amount due for AV rentals:			_____

ORGANIZATION:

DATE:

TIME/ROOM NUMBER

PLEASE NOTE: All equipment is owned by DePaul University and is to be used on university premises only. AV Technician is not available. Renter must have knowledge of equipment operation.
CANCELLATION POLICY: All AV orders not canceled at least 48 hours in advance will be billed at 1/2 of the rental fee. Please fax or email cancellation order.

Signature

Date