



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

**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