

MSU College of Education
Green Carpet Experience Rental Policy

What is the Green Carpet Experience?

The Green Carpet Experience (GCE) consists of three elements: a college-branded backdrop, green carpet and stanchions. The GCE can be used at college- or unit-level events to engage the community. There is one complete set in Erickson Hall and another in IM Sports Circle for easy use and access. However, rental of **either/both** sets of the Green Carpet Experience **must be coordinated through the Communications team.**

Below are the policies for the use of the GCE:

1. The GCE is the property of the Michigan State University College of Education Office of the Dean and may be checked out to any CED unit or program. It is available on a first-come, first-served basis. **During high traffic times of the year, the Communications team and the Office of the Dean will hold both GCE sets for their exclusive use.**
2. There is no charge for the rental of the GCE. However, charges will be incurred if the items are returned late, damaged or are lost while checked out. After two (2) business days of a late return, the borrowing department is subject to a \$25/day fee unless prior arrangements are made. **If an item is returned damaged or is lost, the borrowing department is responsible for the full cost of repair or replacement.** The approximate cost for full replacement of a backdrop is \$1,200.
3. Only faculty and staff may rent the GCE. You may not pierce holes in the backdrop. You may not discard any parts, pieces, labels, instructions or carrying cases. You are expected to return the GCE in its entirety, as it was given to you. If damaged, repair services will be arranged with the Communications team and charged to the borrower's MSU account.
4. The GCE may not leave the campus of Michigan State University (*with the exception of the college-wide reception at the annual American Educational Research Association conference, hosted by the Office of the Dean*).
5. The GCE must be returned within 24 hours of the closing of renter's event, unless otherwise arranged with the Communications team.
6. If both sets of the GCE are requested, the renter is responsible for collecting and returning the second GCE set to IM Sports Circle, as arranged with the Communications team.

This rental agreement must be completed prior to collecting the GCE. This agreement is valid for the duration of one (1) rental period. A new rental agreement must be completed prior to each rental.

By signing below, you indicate that you have read and understand the terms of renting the Green Carpet Experience.

Signed: _____

Printed Name: _____

Date: _____

Return Green Carpet Experience items to:
MSU College of Education Communications Team
620 Farm Lane, Erickson Hall, Room 202
East Lansing, MI 48824