



**MSU College of Education Communications Office
Visibility Equipment Rental Policy**

Who owns the visibility equipment?

The visibility equipment (tablecloths, banners, etc.) are the property of the Michigan State University College of Education Communications Office and may be checked out to MSU College of Education faculty and staff based on availability and priority.

What is the cost?

There is no charge for the rental of the visibility equipment. However, charges will be incurred if the items are returned late, damaged or are lost while checked out. If items are late, 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 repair or replacement costs.

Are there any restrictions?

Only faculty and staff may rent the visibility equipment. You may not consume or serve food or beverages on the tablecloths. You may not pierce holes in the banners. You may not discard any parts, pieces, labels, instructions or carrying cases. You are expected to return the visibility equipment in its entirety, as it was given to you. If soiled or damaged, cleaning and/or repair services must be arranged with the Communications Office and charged to the borrowers MSU account.

How long may I keep it?

You may borrow the visibility equipment for the duration of your event plus travel or shipping time, as communicated at the time of checkout.

May I take it out of town?

You may take the visibility equipment anywhere, however, you must provide the Communications Office with location details prior to departure.

This rental agreement must be completed upon the first rental of an academic semester. This form is valid for one semester only. A new form must be completed for each semester.

By signing below, you indicate that you have read and understand the terms of renting visibility equipment. You also authorize the MSU College of Education Communications Office to include your name/email address on a private electronic discussion list regarding use of college equipment.

Signed: _____

Date: _____

Printed Name: _____

Current Academic Semester: _____

Return visibility equipment to:

MSU College of Education Communications Office
620 Farm Lane, Erickson Hall, Room 202
East Lansing, MI 48824