

Rental Policy

Summary

Event Services will offer furniture and accessories rentals to campus partners when able.

How It Works

Event services provide items that are rented by campus groups.

- Delivery fee of \$45, \$90 if a truck transfer is needed. This fee will be waived if the client picks up items instead.
- Charge per item with no discount given.
- After hour fee of \$45
 - When deliveries are requested to be done at 7:30 am or earlier/after 10 pm/on weekends
- All pricing will be what is in EMS currently.
- No order minimum.
- Damaged/missing fee –price of replacement plus 10% administrative fee.

Responsibilities

- Client reaches out to Event Coordinator via email or phone.
- Event Coordinator checks EMS and inventory to make sure that items are not needed for upcoming events and there is availability to get items put together/delivered.
- If able, Event Coordinator enters the information into EMS under the “offsite” building location in the bottom “University Campus” row.
 - This includes getting funding information and delivery/pickup times, dates and details.
 - Send client confirmation along with contract to sign and return
- Information is entered onto the Outlook calendar, discussed with event team.
- Fill out rental form which outlines details and distribute to EPAs and client.
- Mark that items are being taken out of inventory via SharePoint document.
- Day of delivery/pick up: event team member(s) deliver items or ride along with truck delivery if rented items require set-up (stage, chairs, tables, etc.).
- At pick up: event team member confirms that the correct number of items is being returned and that no items are damaged.
- After items are returned, event team member updates the SharePoint inventory document, Event Coordinator closes out reservation in EMS.

When It Starts & Gets Reviewed

Effective as of 8/1/25.

Reviewed annually.