



Suburban Park and Recreation Association Application For Use of LCD-Video Projector & Screen

Agency/Organization: _____

Contact Person: _____ Phone #: _____

Address of Agency/Organization: _____

Date(s) Required: _____

Event: _____ Location of Event: _____

Desired Time of Pick-Up: _____ Return Date: _____

Rental Agreement

1. Agency/Organization agrees to pay the appropriate rental fee listed below. Fee includes equipment only; operator is not included.

	<u>June – Aug</u>	<u>Sept. – May</u>	<u>June – Aug</u>	<u>Sept. – May</u>
	<u>SPRA Member</u>		<u>Non-Member</u>	
Projector	\$100	\$75	\$175	\$125
Screen	\$75	\$50	\$150	\$100
Projector & Screen	\$150	\$100	\$225	\$175
*Refundable Deposit	\$100	\$100	\$100	\$100

Please note that only the DVD player option is available

2. *Agency/Organization agrees to accept responsibility for theft or damage to DVD, Projector, Speaker and/or Screen incurred during the time of their rental. *A pricing sheet with replacement costs is available upon check out.
3. Agency/Organization agrees to provide qualified, responsible operator that has learned how to work the equipment properly and agrees to fully demonstrate machine upon transfer.
4. **Full payment is due on the day of pick-up. Refundable deposit must be on a separate check.**
5. Checks should be made payable to: **Suburban Park and Recreation Association.**
6. A \$100 refundable deposit is due with application. This deposit is only refundable if cancellation is made a minimum of 10 working days prior to rental date and we are able to re-rent the same day. Waiting lists will be held.
7. Mail completed, signed copy of this application to:

**Karen Spandikow, Bartlett Park District
700 S. Bartlett Road, Bartlett IL 60103
Phone (630) 540-4828 Fax (630) 540-4870
kspandikow@bartlettparks.org**

*Retain one copy of this application for your records.

Revised: 11/15/06

As a representative of the aforementioned agency/organization, I fully agree to the terms of the Rental Agreement.

Authorized Agent: _____ Date: _____

Only upon transfer: Upon transfer of equipment, machine has demonstrated to be in excellent working condition.

Authorized Agent: _____ Date: _____