



UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY,
STANISLAUS

One University Circle, Turlock, CA 95382 (209) 667-3191

STAGE RENTAL CONTRACT

Organization _____ Contract Date _____

____ Student Club ____ Faculty/Staff ____ Off-Campus Group

Event Title _____

Event
Date _____

Time of Event _____ am/pm to _____ am/pm

Set-up by _____ am/pm

Event Location (Room) _____

Name of Person in Charge _____

Address _____

Telephone (day) _____ (Message) _____

Stage Use Fee: \$ _____ Payment Due: _____

Liability:

I understand that I, my organization or department as well as its officers or supervisors will be held responsible for any damage incurred to the stages or stage skirting while in the renter's possession. Furthermore, I acknowledge that I have read the information provided and the reverse side and of this contract and agree to comply with the provisions of this policy.

Signature of Person Responsible Date

University Student Union Facility/Reservation Coordinator Date

If you have any question or need additional information please contact Melissa Goodman at 667-3191

General Information:

The University Student Union owns four (4) Sico stage units measuring 6'x8' in size and 24" high.

Each Individual or group reserving the stages are required to complete a Stage Rental Contract and submit it to the University Student Union Facility/Reservation Coordinator along with payment no later than 14 days prior to the event date.

The University Student Union stages are reserved on a first-come, first-serve basis. The faculty/staff rental fee is \$100. The off-campus rental fee is \$200. The stages are free of charge to chartered student clubs and organization. Please make your purchase requisition or purchase order payable to the University Student Union and send it directly to Melissa Goodman at the University Student Union office.

Set-up and Take Down:

For events that take place outside the normal business hours, a work order must be completed through Facilities Services to have the stage moved to the event location and returned once the event is completed.

Responsibility for Damage:

If any damage occurs to the stages, stage skirting or steps while in the possession of the renter, repair costs and/or cleaning bills will be the responsibility of the renter reserving the stages.