



ASI/USU Sound Equipment Checkout and Booking Request Form
California State University, Stanislaus
University Student Union Building-Second Floor 667.3191

Department/Faculty or Special Groups Form

Name of Department _____ Today?s Date _____

Name of Person-in-Charge _____ Phone Ext. _____

Name of Event _____ Event?s Date _____

Check out Date _____ Check out Time _____

Return Date _____ Return Time _____

All Departments and Special Group Reservations can only be made **one month in advance**. Must have a Purchase Requisition done for USU # 1304-6216 for the amount of \$200.00 and a service fee for our Sound Tech person of \$8.00 an hour. The Purchase Requisition must be faxed to (209) 667.3777 or sent to Melissa Goodman at the University Student Union office before any equipment may be set up. The group listed above, its supervisors/officers, and the Person-in-Charge are legally responsible for the event and for any injury to property or persons due to their negligence. Signature of group Representative, below, acknowledges Full-Responsibility.

Signature of Person-in-Charge _____ Phone _____

Sound Tech Notes:
