Print Form Submit by Email

ASI/USU Sound Equipment Checkout and Booking Request Form
California State University, Stanislaus
University Student Union Building-Second Floor-(209)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 _____

Location _____

Check out Date & Time _____ Return Date & Time _____

All Departments and Special Group Reservations can only be made **two weeks in advance**. A Purchase Requisition must be made payable to the University Student Union account # 1304-6216. Purchase Requisition must be delivered directly to Melissa Goodman at the Student Union office before any equipment can 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.

The original University

Signature of Person-in-Charge _____ Phone _____

Sound Tech Notes:

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