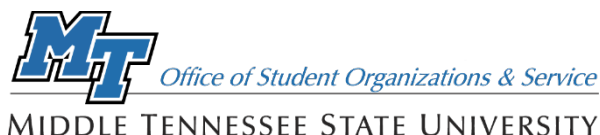


# Application for Use of PA System



*There will be a \$25.00 reservation fee for upkeep of the equipment.*

## **Requestor Information**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

MTSU Email (no outside emails): \_\_\_\_\_

## **Event Information**

Title of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Date/Time: \_\_\_\_\_ Return Date: \_\_\_\_\_

Date to Pick Up PA System: \_\_\_\_\_

*Requestor agrees to return the equipment in the same working order in which it was checked out. In the event there are damages to the equipment, the user will be charged the repair or replacement fee for system.*

Item	Initial Out (Requestor)	Initial In (Office Use Only)
Speakers (2) and System		
Power Cord		
Microphone		
Microphone Cord		
Auxiliary Cord		
Speaker Cord (2)		
Stand (optional)		

**Tag ID Number:**    1    2    3    4    **Payment:** Cash \_\_\_\_\_ **Check #:** \_\_\_\_\_