

Union Programs Office

Big Event Tools and Supplies

Rental Agreement

Guidelines

Reservations/Scheduling: The Big Event loans its tools and supplies on a case-by-case basis to student organizations, University departments, and other KU entities. All reservations must be for a specific event purpose. The maximum length of a reservation will be two weeks. All requests must be submitted to the Union Programs Box Office for consideration. Big Event tools will not be available within the two weeks before or after the annual event date.

Check-out Procedure: After submitting a request, a Big Event Operations Committee member will contact the organization/department representative listed on this agreement to arrange a check-out time for tools. Requests must be submitted at least three days in advance. Tools can be picked up from the Programs Office during normal operating hours: 9 a.m. – 4:30 p.m., Monday-Friday, while classes are in session. In some cases, tools may be picked up at the Big Event's storage facilities.

Special Requests: If the organization is requesting large supplies (wheel barrows, tents, etc.), it is the organization's responsibility to arrange a pickup time at the Big Event storage facility with a Big Event Committee member. Under no circumstances may organization representatives use the storage facilities without a Big Event representative present.

Requests during academic breaks: Rental requests for dates when classes are not in session must be submitted to the Union Programs Box Office for consideration. Rentals will not be available during time periods when the office is closed.

Damages: Organizations and departments shall be responsible for any damages to Big Event tools and event supplies while under their use, and shall be billed for the cost of fixing or replacing any lost or damaged tools or supplies. Pricing for damaged tools is available through the Union Programs Box Office.

Liability: The Big Event will not be responsible for any loss, injury, damages, related to it supplies while they are on loan to other organizations. The borrowing organization must voluntarily and knowingly agree to protect, hold harmless, and indemnify The Big Event, The KU Memorial Unions, and The University of Kansas and the State of Kansas, including their officers, agents, and employees, against all claims, demands or causes of action for property damage, personal injury, or death, including claims based in negligence and including defense costs and attorney's fees arising out of use of the Big Event's materials, tools, and event supplies.

(Please print)

Organization/Department: _____

Contact Person: _____ Phone: _____

Event/purpose for rental: _____ Email: _____

Date(s) of Reservation: _____

I have read and understand the Big Event tool loan program guidelines and agree to abide by all the conditions listed above.

Signature: _____ Date: _____

For office use only:

Big Event representative name: _____

Big Event representative email: _____

Date supplies checked out: _____

Date supplies returned: _____

Damages: _____