

Department & Direct Support Organization (DSO) Rental Service Request

Email the completed form to scmeventsusf@sscserv.com. If you have any questions about renting items listed below, contact Orlando Ware at orlando.ware@sscserv.com or 813-953-8326. To coordinate cleanup, trash disposal, or custodial assistance, submit a paying work order in FAMIS. **Please NOTE:** Cashier's checks and money orders should be made payable to the University of South Florida and hand-delivered to PPC 113 (Supply Chain Management). Payment must be received at minimum 5 business days prior to the day of the event. Rental reservations will not be until proof of payment is received.

Date:		Mail Point:		Dept #:		Event Type:	Indoor	Outdoor
Name of Dept. or Org:					Event Name:			

Requestor (person completing form)

Name:	
Email:	
Phone:	

Contact (person at work location if not requestor)

Name:	
Email:	
Phone:	

Select Billing Type

Chartfield		Project/Grant		ARCD*		Cashier's Check/Money Order	
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*Not for interdepartmental billing

Chartfield Information

Bus Unit	Operating Unit	Fund Code	Department ID	Product	Initiative	Account
						75641

Delivery Information

Delivery Date:		Delivery Time:		Delivery Location:	
Pickup Date:		Pickup Time:			

Please allow a minimum of 5 business days notice when scheduling rental items.

Items Priced Per Day	Price	Quantity	# of Days	Total
Rectangle Table 6' x 3' (max 122)	\$8.00			
Round Table 60" (max 19)	\$8.00			
Cocktail Table 30" (max 16) Height: 42" 30"	\$9.00			
Chairs (max 586)	\$1.00			
Disposable Trash Bin (comes with 2 can liners)	\$8.00		Flat Rate	
Roll of can liners (10/roll)	\$5.00		Flat Rate	
Acrylic "USF" Podium	\$50.00	Flat Rate		
A-Frames (24" x 36") - frame only (max 70)	\$10.00			
A-Frames (24" x 36") - signage only **	\$12.00		Flat Rate	
Delivery Fee	\$45.00	Flat Rate	Flat Rate	
Other:				

** PDF proof must be received at minimum 4 business days in advance. Please see Conditions of Rental on page 2 for additional details.

Estimated Rental Charge:

Special Instructions for Event Setup

Please estimate the number of service hours:

Item:	Rate:	# of Employees	# of Hours	# of Trips	Total
Overtime Fee	\$25.00				
Trip Charge	\$11.50				
Miscellaneous					
Estimated Service Charge:					
Estimated Total Charge:					

Additional Fees**

Fee Type:	Rate:	Notes:
Overtime Fee	\$25.00/hr	The overtime fee is a charge for labor and rental delivery/pickup outside SCM hours of operation (8:30 AM - 4:30 PM Monday - Friday, excluding holidays). There is a two-hour minimum per overtime charge, after which the overtime fee is charged hourly.
Trip Charge	\$11.50	The trip charge may be assessed if SCM is asked to supply additional items for the duration of the rental.
Delivery Fee	\$45.00	The delivery fee is the charge for SCM to load and transport rental items to and from the event site.
Cancellation Fee	\$50.00	For cancellations, please notify us at least 24 hours in advance of the event via email to scm-events@usf.edu to avoid a \$50.00 per event fee.

** All services and fees are subject to be charged a holiday rate of 1.5 times the listed rates.

Conditions of Rental - Please read and "check"

	I understand that the rented item(s) (table(s), chair(s), A-frame(s), and/or podium) are to be used on the Tampa Campus only, and are for USF and USF-affiliated events only. These items are not to be transported off the USF Tampa Campus Property.
	I understand that I am responsible for providing the design artwork in a printable format. The design should be provided in high-resolution PDF format. Ensure that the design is properly aligned and scaled to fit the 24" x 36" print size. I understand that any changes made to the artwork that requires a reprint will incur an additional print fee.
	I understand the rented items(s) are not to be left outside or unsecured at night and can be held liable for reimbursement.
	To avoid incurring additional fees, I acknowledge that I must provide a minimum of 24 hours' advance notice for cancellations.
	I understand the delivery fee is fixed, and it includes delivery and pickup of rented item(s) after each event.
	I understand if the rented items are not ready for pick up at the specified time, I may incur additional charges for additional days.
	I understand that standard operating delivery/pickup hours are Monday through Friday between 8:30 AM - 4:30 PM. Items being delivered/picked after this timeframe will incur overtime charges. Overtime requires a 2-hour minimum per employee, then each employee will be charged hour per hour worked as needed to deliver/pickup after the standard operating hour timeframe.
	I understand if the rented item(s) are lost, stolen, or returned broken, I will be charged for the replacement value of each broken or lost item(s) as specified: Signicade A-Frame: \$135.00; Rectangular table: \$331.00; Round Table: \$211.00; Cocktail Table: \$255.00; Chair: \$45.00; Acrylic Podium: \$1,495.00
Print Name	
Accountable Officer's Signature	
Date	