

Department & Direct Support Organization (DSO)

(Office Usage Only)

Work Authorization Rental & Labor Service Request

Please email completed form to SCM-Events@usf.edu. Complete section "A" if requesting Rental Services, OR complete section B if needing Labor only. Complete both sections if needing Rental Services and labor. If you have any questions concerning the renting any items listed below, contact Devanshi Tank at 974-7856 or Hollie Chancey at 974-7189.

Please NOTE: If you do not have a chart field information, take this form along with your cash, check, or money order to the CRS 0104. Then send the scanned copies of paid receipt, and this completed form with the section of the condition of rental completed to the email address above. Rental reservations will not be made until proof of payment is received by the Rental Services.

Date:		Department & Event Name:		Mail Point:	
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Requestor (person completing form) Contact (person at work location if not requestor)

Name:		Name:	
Email:		Email:	
Phone:		Phone:	

Please complete billing type:

Chart Field		Project/Grant		ARCD		Payment at Cashier's Office	
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Chart Field Information NOTE: Cashier's office please deposit to: **USF01 TPA 05500 020400 000000 0000000 44641**

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

Section A: Complete if needing Rental Services

For ARCD Billing

Delivery Date:		Pickup Date:		Organization Name	
Delivery Time:		Pickup Time:		Billing Address	
Delivery Location:				Organization Phone	

Please allow a minimum of 2 days' notice for scheduling rental items.

Items Priced per day	Price	Quantity	# of Days	Total
Rectangle Table 6' x3' (max 190)	\$7.55			
Round Table 60" (max 20)	\$7.55			
Cocktail Table 30" (max 16) 42" 30"	\$8.55			
Chairs (max 660)	\$1.00			
Acrylic "USF" Podium	\$45.00			
Disposable Trash Bin	\$8.00		-	
			-	
			-	
Delivery Fee	\$45.00	Flat Rate	Flat Rate	
Other:		Flat Rate	Flat Rate	
Estimated Rental Charge:				

Section B: Complete if needing Labor Service

Special Request:

Please estimate the number of labor hours:

Item	Charging Rate	# of Employee(s)	# of Hours	Total
Labor	\$22.52			
Estimated Labor Charge:				
Estimated Total Charge:				

Trip charge is assessed 30 minutes per trip. Additional labor fees may be required, which shall be determined by ASBC Management and/ or Facilities Management- See Conditions of Rental.

Conditions of Rental – Please read and “Check”

I understand, as the signer, I am the person responsible for the condition of the items at the end of the rental term.
I understand that the table(s), chair(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 USF Tampa Campus Property.
I understand item(s) are not to be left outside or unsecured at night, and can be held liable for reimbursement.
I understand the delivery fee is fixed, and it includes delivery, pickup of tables and chairs after each event.
I understand if 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 8:30am – 4:30pm. 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 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: Table Replacement table: \$331.00 Cocktail Table: \$255.00 Chair: \$35.00 Acrylic Podium: \$922.00

Print Name:			
Accountable Officer's Signature:		Date:	

(Electronic Signatures accepted)

(For official ASBC usage only: Do not write below this line)

Are all of the table(s) and chair(s) accounted and are they in the same shape as delivered? Specify below.

Items:	Number Rented	Number Returned	Condition Returned Acceptable (Yes/No)
Rectangle Tables			
Round Tables			
Cocktail Table			
Black Chairs			
Podium			

Designated ASBC Signature: _____

Date _____

Submit

Print