



## LCD PROJECTOR REQUEST

Please submit this completed form to SAMSAs (Hughes-Trigg Student Center Suite 300) at least 3 business days prior to the date projector is requested.

Guidelines:

- Projector can be used on or off campus.
- Chartered Student Organizations and SMU Departments are eligible to utilize the projector with chartered organizations having priority on a first-come, first-served basis.
- Groups must present, with this request, a \$400 check as a deposit. If the projector is returned damaged, the organization will forfeit the \$400 deposit and may be responsible for damages exceeding the amount of the deposit.
- The Projector must be returned no later than the next business day during office hours: 8:30 am to 5 pm, Monday-Friday, or the deposit may be forfeited.

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

Organization/Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Date & Time Projector issued: \_\_\_\_\_

Date & Time Projector will be returned: \_\_\_\_\_

I, \_\_\_\_\_, as the representative of \_\_\_\_\_ agree that I have read and met the above guidelines. I understand that failure to abide by these guidelines may result in the forfeiture of the deposit and in fines for my organization/department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sponsored in part by:

