



UPAC Sound Rental Policies, Terms and Conditions

Request Policies

- All contact information listed on The UPAC Sound Services Request Form **must** be provided. **Any** missing information is grounds for immediate denial of service **without notification**.
- The UPAC Sound Services Request Form is a **request** for services. Therefore, completion of The UPAC Sound Services Request Form **does not** guarantee the services of UPAC Sound, or that requested equipment will be available.

Equipment Policies

- Equipment will be allocated by a UPAC Sound chairperson **only**, and is subject to availability. Equipment will be allocated on a first-come, first-served basis. UPAC organizations, however, will receive priority over **all** other requests.
- Weather-related decisions (alternate location/cancellation) **must** be made a minimum of **eight (8)** hours prior to the scheduled start of the event. Failure to do so runs the risk of cancellation by UPAC Sound, and may incur a late-rain-call penalty fee of **\$10**.
- Unless prior arrangements have been made with a UPAC Sound chairperson, it is understood that the rental duration for equipment rented from UPAC Sound is 24 hours from the time the equipment is rented. Failure to return equipment within the specified time period will incur a fee of **\$5 per hour late** for the first 24 hours. After this, fees will consist of an extra day(s) of rental fees.
- The renting organization accepts **full responsibility** for any and all rented equipment and agrees to pay, in full, for repair or replacement of items lost, stolen, or damaged in any way. Abuse of equipment can be used as grounds for denial of future requests. If equipment is damaged by a qualified UPAC Sound technician who is specifically scheduled to work at the event, a fee will not be assessed to the renting organization.
- UPAC Sound currently supports only limited non-staffed rentals. Please contact a UPAC Sound Chairperson for details on which types of rentals UPAC Sound can accommodate. A \$100 Damage Deposit is required for all non-UPAC Sound-staffed rentals. Said deposit is due upon equipment pickup, and will be refunded less any repair costs upon inspection of the returned equipment.

Pricing, Payment and Fee Policies

- Non-union-funded organizations must pay equipment rental fees as well as technician fees. Union-funded organizations are only responsible for technician fees. UPAC organizations will receive the first four (4) hours of technician fees free of charge, after which standard rates apply. All penalty fees are assessed on top of all standard fees regardless of organization affiliation.
- Overtime rates will be assessed for all shows exceeding eight (8) hours or exceeding normal Rensselaer Union operating hours, whichever comes first. Overtime rates are defined as 1.5 times current hourly rate.
- All fees, including any and all penalty fees, are at the discretion of a UPAC Sound chairperson and are **non-negotiable**.
- UPAC Sound reserves the right to deny any request received within **ten (10)** business days of an event. **If** a late request is accepted, late-request fees will be assessed to **all** organizations on the following schedule:
 - Requests received less than **ten (10) business days** before an event will be assessed a **\$25** late fee.
 - Requests received less than **five (5) business days** before an event will be assessed a **\$50** late fee.
 - Requests received less than **three (3) business days** before an event will be assessed a **\$75** late fee. UPAC Sound will contact the requesting organization if such a request is declined.
 - Requests received less than **one (1) business day** before an event will be assessed a **\$100** late fee, and may be declined without notice. It is the responsibility of the requesting organization to contact UPAC Sound for a decision.
- If the event is canceled by the renting organization less than 72 hours prior to its scheduled time, full equipment rental as well as a late-cancellation fee of **\$25.00** will be charged to the renting organization. Technician fees will also be assessed if the cancellation occurs within 24 hours of the setup time of the event.

General UPAC Sound Policies

- UPAC Sound reserves the right to cancel any and all services for **any reason** deemed fitting by a UPAC Sound chairperson at **any time**. Reasons include but are not limited to equipment problems, inadequate transportation, acts of God, national or familial emergency, and loss of crew due to illness.
- UPAC Sound does not provide DJ Services. In addition, Laptop tie-ins are possible, though CD's or CD-R's are preferred. A \$5 charge will be assessed any organization requiring a Laptop tie-in.
- A contract agreement between UPAC Sound and the renting organization **must** be signed by a UPAC Sound chairperson and an authorized member of the renting organization **before UPAC Sound setup begins**. Cash/check payments are also due at this time.
- There must be a minimum of **two (2)** qualified UPAC Sound technicians for any given event. Each must be hired for no less than **four (4)** hours during the event. The number of technicians required for an event is at the discretion of a UPAC Sound chairperson.

By signing the UPAC Sound Services Request Form we guarantee that we have read, understand, and agree to all policies set forth on this document.

The UPAC Sound Services Request Form is NULL and VOID unless the requesting organization retains this copy of UPAC Sound Policy

Any changes to these policies for specific cases must be made in writing along with the request and must be approved by a UPAC Sound chairperson before approval of this request.

Failure to abide by these policies shall become grounds for immediate cancellation and/or may incur penalty fees