

Union Society IT Equipment Booking Form



IT Equipment Rates and Information

Equipment loan information

- Equipment is loaned out directly from reception.
- Equipment must not leave Union Society premises without explicit authorisation from Union IT.
- Failure to return equipment directly to reception will incur charges at the full rate until it is returned.
- Costs incurred from loss or damage of equipment will be charged in full.

Rates:

Commercial Rate (minimum 4 hrs):

Laptop	£20 for 4 hours £30 for 8 Hours
Projector:	£20 for 4 hours £30 for 8 Hours
Both:	£25 for 4 hours £50 for 8 Hours
Additional speakers:	£5 for 4 hours £10 for 8 Hours
Internet \ Network access:	Wireless access available in main Basement area only £20 for 4 hours £30 for 8 Hours
Setup:	(Only available by appointment Mon – Fri 09:00 – 17:00)

Society Rates:

- Only loaned out to ratified society committee members with a valid smart card that must be left as a deposit.
- Proof of society membership must be obtained via activities office.
- Societies must also be able to show that they have £200 in their account before borrowing. A signature must be obtained from a member of staff to confirm this.
- Societies failing to return the equipment to reception on time after use will be charged at the full commercial rate. Funds will be debited directly from Society accounts.

Laptop	FREE
Projector:	
Both:	
Additional speakers:	
Internet \ Network access:	Free via cable in meeting rooms and wireless in public areas.
Setup:	(Only available by appointment Mon – Fri 09:00 – 17:00)

Union Society IT Equipment Booking Form



Date		Ref	
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Please include a reference number

Name	
Company\Society	

Address			
Telephone		Fax	

Email	
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Item Description	Tick	Date	£
Laptop			
Projector			
Additional speakers			
Internet access			
Setup			
Thank you for your order. Please check the details and sign below to confirm your booking		Total ex. VAT	
		VAT @ 17.5%	
		Total inc. VAT	

Signature I have read and accept the relevant terms and conditions associated with this order	
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Society Loans

Reception \ Activities Office Use Only:	
Society membership and account balance verified by (Print name and balance):	
Smartcard Number:	