



**RENTAL AGREEMENT FORM**

This Rental Agreement is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2025, by

Student Organization: \_\_\_\_\_

Student Organization M Number: \_\_\_\_\_

Lessee: \_\_\_\_\_

**Contact Information:**

Lessee Phone: \_\_\_\_\_

**EQUIPMENT RENTED** The Student Government Association hereby rents to the Lessee the following equipment

- Table
- Maroon MSU Tabling Cover
- Maroon Canopy
- Sandwich Board
- Papers Holders \_\_\_\_ (Please request 1-3 if applicable)

**RENTAL PERIOD** (This can be no more than 3 days)

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_



## TERMS AND CONDITIONS

1. **Use of Equipment:** The Lessee agrees to use the Equipment for its intended purpose and in accordance with all applicable MSU Code of Student Rights and Responsibilities.
  - a. Found here: [Code of Student Rights and Responsibilities - Student Conduct - Missouri State](#)
2. **Return of Equipment:** The Equipment must be returned by \_\_\_\_\_ on the agreed end date in the same condition as received, normal wear and tear excepted. Late returns will result in a first-time warning, with additional instances that may be subject to a charge on the Student Organizations account.
3. **Damages:** The Student Organization is responsible for any loss, theft, or damage to the Equipment during the rental period. If payment is not given 10 days after damage, costs for repair or replacement will be deducted from the Student Organization's account.
4. **Liability:** The Lessor is not responsible for any injury, damage, or loss incurred during the use of the Equipment. The Lessee assumes full responsibility for its use.
5. **Cancellation:** Cancellations must be made at least **2** days prior to the start date. Cancellations made after this period may be subject to the prohibition of using the resource.
6. **Ownership:** The Equipment remains the sole property of the Student Government Association and is provided to the Lessee for temporary use only.

## EVENT DETAILS



To the best of your ability please describe the event that you are requesting the items for.

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**SIGNATURES**

By signing below, the parties agree to the terms and conditions outlined in this Agreement and that this is a registered organization with the Office of Student Engagement.

**Note:** This must be signed by the President or advisor of the Student organization

**Authorized Student Organization Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**Once completed please email a copy of this form to SGA's Chief of Staff to determine pick up time**

**SGA Chief of Staff 2024-2025 Sam Wang Wang564@live.missouristate.edu**