

Portable Sound System Request Form

Event Location		Event Name	
Event Date	Event Start Time	Event End Time	
Office/Department, Student Organization			
Contact Name		Contact Email	
Contact Phone Number		Alternate Phone Number	
Portable Sound System		Portable Public Address System	
Date/time of pick up			

There are two portable sound systems in the Student Union available for use - a **Portable Sound System** for dances, performances, and crowds greater than 300 people, and **Portable PA System** or crowds under 300.

The **Portable Sound System** is defined as all or in part the speakers with stands, mobile sound equipment case which includes mixing board, CD/cassette deck, amps and equalizer, and microphone with all applicable cords, designated for the Portable Sound System. The following is a list of available music formats compatible with the Portable Sound System: CD, cassette tape, MP3 player, laptop (with music library).

The **Portable PA System** is also available to be reserved. The Portable PA System can function wirelessly with a fully charged internal battery, or it can be run while plugged in to a power outlet. The Portable PA System has an extendable speaker tower that connects to the unit, a wireless handheld microphone and a wireless lapel microphone. The system has a built in MP3 player, 2 universal microphone input jacks, a line-in and line-out jack, as well as a USB power jack to charge an external device like a cell phone or MP3 player. The Portable PA System is recommended for crowds up to 300 people. This Portable Sound System Request Form is also required to reserve the Portable PA System.

Both the Portable Sound System and Portable PA System are available only to Northwest Missouri State University faculty, staff, departments, offices, and registered student organizations. No individual requests will be accepted, except for personal-use reservations at campus locations with the reservation of that location.

Requests for the Portable Sound Systems are on a first come, first served basis.

The sound systems are not allowed to be used at locations outside of the Northwest campus.

To request the Portable Sound System or the Portable PA System, the Portable Sound System Request Form must be filled out and submitted online to the Auxiliary Services Office (auxserv@nwmissouri.edu)

no less than five (5) business days prior to the event. Requests less than five (5) business days prior to the event may not be accepted. Requests will be honored when equipment and personnel are available.

On the day of the event, the requesting organization must pick up the Portable Sound System or the Portable PA System from the Student Affairs Office in the Student Union. The Portable Sound System and the Portable PA system must be returned no later than **noon** the day after the event, unless otherwise arranged for a different return date and time by the Student Union Event Coordinator.

Any group not returning either system at the designated time will forfeit use of either system for the rest of the trimester. Any group not returning either system within 48 hours of the initial deadline will forfeit the use of rooms in the Student Union for the rest of the trimester.

Users will be charged to replace missing or damaged equipment.

By submitting this form, you agree to all the above policies and procedures.

Contact Signature _____