



# LCD PROJECTOR/LAPTOP RENTAL AGREEMENT

## Renter Information

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

## Rental Period

Pickup \_\_\_\_\_ AM/PM  
Date Time

Return \_\_\_\_\_ AM/PM  
Date Time

## CHAMBER USE ONLY

### Pickup

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

Time: \_\_\_\_\_

Security Deposit of \$300

Collected (note check #) \_\_\_\_\_

CC # \_\_\_\_\_

CC type \_\_\_\_\_

CC sec. code \_\_\_\_\_

### Return

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

Time: \_\_\_\_\_

Condition (note damages): \_\_\_\_\_

Security Deposit Refund Due: \$ \_\_\_\_\_

## Signatures

Renter \_\_\_\_\_ Date \_\_\_\_\_

Chamber Representative \_\_\_\_\_ Date \_\_\_\_\_

## TERMS & AGREEMENT

The Champaign County Chamber of Commerce agrees to rent its InFocus projector to the individual Chamber member Business ("Renter") identified above. Prior to taking possession of the projector, the Renter agrees to leave a \$300 refundable security deposit in the form of a credit card or check made payable to the Champaign County Chamber of Commerce. Projectors can be rented for one day, which constitutes a 24-hour rental period. If the projector is returned beyond the agreed return time, the renter acknowledges that their \$300 deposit will be impacted as follows:

1-24 hours overdue, \$100 late fee penalty  
25-48 hours overdue, \$200 late fee penalty  
48+ hours overdue, \$300 late fee penalty

The Renter agrees to be held financially accountable for projector theft or any damage incurred during the rental period. In the event of theft or damage, the security deposit shall be credited toward the cost of replacement or repair, and the remaining amount due would be the responsibility of the Renter.