OFF-SITE EQUIPMENT RENTALS
Chartered Student Organizations & Georgia Tech Departments

Request for Off-Site Rental Equipment
Chartered Student Organizations and Georgia Tech Departments may request Student Center equipment to be used in other facilities or outdoor spaces on campus outside of the Student Center Department managed facilities.

All requests must be made via the following request form at least four (4) weeks in advance. Proof of space reservation is required (via reservation number) when requesting equipment.

Full-Service Equipment Rental
Student Center Team will drop-off, set-up, test (if applicable), and pick-up equipment.

<table>
<thead>
<tr>
<th>Item</th>
<th>Included Equipment</th>
<th>Client Responsibilities</th>
<th>Fee</th>
</tr>
</thead>
</table>
| Passport Portable PA System | **Ideal for small/medium outdoor presentations, small venues and coffee houses, acoustic performances, poetry readings, light background music, etc.**  
- 1, self-contained portable audio Fender Passport 300 PRO sound system with two full-range speaker cabinets, powered mixer and speaker stands.  
- 6 channel mixer provides the option for up to 4 microphone inputs and 2 instrument/auxiliary inputs.  
- Any combination of wired or wireless microphones available upon request. **Up to 4 wireless microphones maximum.**  
- Microphone stands available at no additional cost, if desired.  
- All required cables and extension cords (up to 25 feet) included.  
- Pre-event music provided by client. |  
- Space must be reserved through GT Events (confirmation must be provided when requesting equipment).  
- If using for an outdoor reservation, amplified sound request must be approved prior to confirmation.  
- Provide parking information, diagram, timeline of event, and on-site contact information.  
- Client must indicate how many microphones (wired or wireless), microphone stands, and aux inputs that will be used prior to event set-up. **Wireless microphones charged an additional $10 per microphone for Chartered Student Organizations, and $30 per microphone for GT Departments.** | $100 – Chartered Student Organizations  
$200 – GT Departments |

Updated: 8.2.2021
| Concert Sound System | **Ideal for large outdoor presentations (for example, to amplify sound at Tech Green), DJ performances, dance performances, live music, etc.**  
- Powerful audio system that will “pack a punch” to your music event.  
- 2 – Mackie SA1232 3-way Powered Speakers.  
- 2 - Electro-Voice ZLX 12” Powered Speakers on tripod speaker stands.  
- Mackie Pro mixer (Provides the option for up to 8 microphone inputs and 2 stereo instrument inputs).  
- Any combination of wired or wireless mics available upon request. **Up to 4 wireless microphones maximum.**  
- Microphone stands available at no additional cost, if desired.  
- All required cables and extension cords (up to 25 feet) included.  
- 3 hours with AV tech to monitor sound levels during event. | **Space must be reserved through GT Events (confirmation must be provided when requesting equipment).**  
- If using for an outdoor reservation, amplified sound request must be approved prior to confirmation.  
- Provide parking information, diagram, timeline of event, and on-site contact information.  
- Client must indicate how many microphones (wired or wireless), microphone stands, and aux inputs that will be used prior to event set-up. **Wireless microphones charged an additional $10 per microphone for Chartered Student Organizations, and $30 per microphone for GT Departments.** | $150 – Chartered Student Organizations  
$300 – GT Departments |
|---|---|---|---|
| Impromptu Lectern | **Does not include microphone.** | **Space must be reserved through GT Events (confirmation must be provided when requesting equipment).**  
- Provide parking information, diagram, timeline of event, and on-site contact information. | $25 – Chartered Student Organizations  
$50 – GT Departments |
| Portable Projector with Screen | **Ideal for presentations or slide shows in locations where a built-in projector is not available (Outdoor events, meeting rooms with no built-in projector available, etc.). Not intended for movie screenings. Does not include sound, if sound is needed, the Passport Portable PA System must also be reserved.**  
- Optoma X400+.  
- Screen size: 8’W x 6’H.  
- 1080p resolution.  
- Produces a sharp and colorful image that can be used in the middle of the day or with moderate room light.  
- Easy connectivity to most video inputs. (HDMI, VGA, or S-Video). | **Space must be reserved through GT Events (confirmation must be provided when requesting equipment).**  
- Provide parking information, diagram, timeline of event, and on-site contact information. | $75 – Chartered Student Organizations  
$150 – GT Departments |
<table>
<thead>
<tr>
<th><strong>Pipe &amp; Drape Kit</strong></th>
<th><strong>Used to divide, hide, and/or decorate a space.</strong></th>
<th><strong>Price</strong></th>
<th><strong>Notes</strong></th>
</tr>
</thead>
</table>
|                      | • 1 kit includes 2 uprights, 2 bases, 1 adjustable crossbar & 100% polyester drapes (color: black). | $50 – Chartered Student Organizations  
$75 – GT Departments | • Space must be reserved through GT Events (confirmation must be provided when requesting equipment).  
• Provide parking information, diagram, timeline of event, and on-site contact information.  
• Client must provide denial from GT staging to be considered.  
• Space must be reserved through GT Events (confirmation must be provided when requesting equipment).  
• Provide parking information, diagram, timeline of event, and on-site contact information.  
• Space must be accessible by box truck. |
|                      | • Covers 8ft Wide x 8ft Tall or 8ft Wide x 10ft Tall. | | |
|                      | • Price includes up to 5 (five) pipe and drape kits. | | |
| **Popcorn Machine**  | • 2 bags of popcorn (each bag contains about 35 servings), serving bags and serving scoop.  
• Client is responsible for making and serving popcorn. | $65 – Chartered Student Organizations  
$90 – GT Departments | • Space must be reserved through GT Events (confirmation must be provided when requesting equipment).  
• Provide parking information, diagram, timeline of event, and on-site contact information.  
• Client must provide denial from GT staging to be considered.  
• Space must be reserved through GT Events (confirmation must be provided when requesting equipment).  
• Provide parking information, diagram, timeline of event, and on-site contact information.  
• Space must be accessible by box truck. |
| **Tables and Chairs** | Tables for outdoor spaces that are not managed through the Student Center Department (including Tech Walkway) must be requested through Georgia Tech Staging by emailing brandon.ford@facilities.gatech.edu.  
On very rare occasions in which Georgia Tech Staging cannot fulfil the request, the Student Center Department can provide the following equipment: 6 ft. folding tables, folding chairs, high-boy tables. | $40 – Chartered Student Organizations  
$50 – GT Departments | Tier I Price Includes:  
• Up to 20, 6 ft. folding tables, and/or  
• Up to 50 folding chairs, and/or  
• Up to 8 high-boy tables  
Tier II Price Includes:  
• 21 - 40, 6 ft. folding tables, and/or  
• 51-100 folding chairs, and/or  
• 9 – 16 high-boy tables  
$80 – Chartered Student Organizations  
$100 – GT Departments |

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# Self-Service Equipment Rental

*Client is responsible for pick-up and drop-off to Exhibition Hall Information Desk*

<table>
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<tr>
<th>Item</th>
<th>Cost</th>
<th>Replacement Fee</th>
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</table>
| **Aluminum Easel** (5’ tall, displays artwork 12” to 24” wide). | $5/easel – Chartered Student Organizations  
$10/easel – Georgia Tech Departments | $60 |
| **Flip Chart** (Includes 1 stand, 1 pack of flip-chart paper). | $10/flip chart – Chartered Student Organizations  
$25/flip chart – Georgia Tech Departments | $100 |
| **GRAND Videoke Symphony Karaoke Machine** (Includes 2 wireless mics with keypads to control menu and song selections, over 5000 built-in songs) Device will need to be connected to screen with audio/video capabilities. | $30 – Chartered Student Organizations  
$50 – Georgia Tech Departments | $200 |
| **Pop-up Tent** (Includes sandbags. Group must have approval for outdoor location use from CPSM). | $25/tent – Chartered Student Organizations  
$50/tent – Georgia Tech Departments | $100 |