EmoryCard Equipment Rental

Required for Campus Events where EmoryCard Readers are Requested + Used.

Sponsoring Organization/Department: _____

Date/ Time/ Location of Event(s): _____

Event Title: _____   Speedtype: _____ _____

Tracking Type: ☐ Age Verification   ☐ Attendance   ☐ Financial

Pick-Up Date/Time: _____   Return Date/Time: _____

EmoryCard readers are free to rent for two (2) business days, or the length of your event, whichever is shorter. Once the agreed-upon rental period has expired the speedtype listed above will be charged a fee of $50 per day until the device(s) are returned. During periods of high activity, you will be notified if another department is scheduled to use the equipment on loan to you. If the rented device(s) are not returned two (2) business days prior to the next rental, the late fee will increase to $100 per day.

The contact listed below is responsible for the pick-up and return of equipment to EmoryCard. The cost of replacement for damaged or lost equipment is $1,250.00. Equipment will be considered lost if device(s) are not returned within five (5) business days of the scheduled return date.

By signing below, I confirm that I have read and understand the requirements of EmoryCard equipment rental and accept responsibility for device safety and any potential late fees.

Contact Signature: _____   Date: _____

Contact Name (Print): _____   Phone: _____

OFFICE USE ONLY

EmoryCard Approval: _____   Date: _____

Card Reader Rented: _____   GL (Sales Only): _____