



# Card Reader Rental Agreement

## Step 1:

A completed Commonwealth of VA W-9 Form must be on file with JMU Card Services. Please call Eddie Tobey (540)568-4989, or e-mail [tobeyeg@jmu.edu](mailto:tobeyeg@jmu.edu), at least **10 business days prior** to the rental date to schedule the use of the card reader.

## Step 2: Please fill out boxed area completely!

REQUEST FOR RENTAL INFORMATION

PLEASE PRINT!

NAME: _____		SCHOOL PHONE: _____	
JMU ID #: _____	E-MAIL: _____	DATE: _____	
MAILING/BILLING ADDRESS: _____			
DATE(S) & TIME(S) EQUIPMENT NEEDED:		Pickup: _____	Time: _____
		Return: _____	Time: _____
EVENT LOCATION: _____			
JMU ORGANIZATION/DEPT. SPONSORING EVENT: _____			
MAKE CHECK PAYABLE TO: (Same as on-file W-9 form) _____			
JMU SPONSOR/FACULTY ADVISOR SIGNATURE: _____			
PRINT NAME OF SPONSOR/FACULTY ADVISOR: _____			
DESCRIPTION OF EVENT: _____		Items being sold _____	

**Upon completion of Step 2, return this form and the completed and signed Commonwealth of VA W-9 form to Card Services, 2nd Floor, Student Success Center.**

## Step 3:

### RENTAL AGREEMENT: TO BE COMPLETED WHEN EQUIPMENT IS SET UP BY CARD SERVICES ON-SITE.

1. I, **the undersigned**, understand that I have the responsibility to keep equipment safe and will return all equipment listed below to **Card Services(2<sup>nd</sup> Floor, Student Success Center)** promptly at the end of the event or by 9am the following business day, otherwise a **\$25.00 per day late fee** will be applied for each day reader is not returned. Card Services hours are M-F 8:00am-5:00pm. Call (540)568-6446 for further information. Initial Here \_\_\_\_\_
2. I, **the undersigned**, will be present for the equipment set up and usage instructions.
3. I, **the undersigned**, will be financially responsible for any loss or damage to the equipment while in my possession. I understand that appropriate loss/damage fees will be assessed to me and deducted from my sales. If sales do not exceed these charges, then I will be billed for the damages or losses, and if not paid, then holds will be put on my student account in University Business Office that will prevent me from registering for classes.
4. There is a **\$25.00 per day fee** associated with the rental of a card reader.
5. Rental location must have full access to **JMU-Official-Wireless**.
6. **No food can be sold.**
7. Card Services is not responsible for malfunctioning equipment which results in lost sales.
8. Printed lists of sales are prohibited due to **FERPA** regulations.
9. If Card Services has an emergency, which may delay setup, then I will be flexible in my start-up time.
10. I understand that I must provide all extension cords needed for the rental.
11. **Outdoor Reader rentals(ie the Commons) will be cancelled in case of any inclement weather.**
12. Any locations must be reserved by the patron. Card Services does not handle scheduling locations.

**I have read and understand the Rental Agreement.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Card Services Initials: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Item Description	Serial Number	Initial/Received by	Staff Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____