

Karaoke Machine Reservation Request Form

The Student Activities karaoke machine may be checked out and used outside of the Reid Campus Center. Only persons affiliated with the college may rent this equipment. If the system is returned incomplete or broken, or if it is not returned at all, you or your organization will be charged to fix or replace the system and its components. If the system is not returned intact, you will be charged accordingly.

Equipment Included:

- Karaoke Machine
- Two additional speakers
- Two microphones (1 wireless, 1 regular)
- Book of Karaoke CD's
- 4 folders with lists of Karaoke music
- Blank sheets for music requests

Rental Rates:

Weekday (M-Th): (Equipment must be picked up by 4pm and returned the next day by 3pm)

Student Groups:	\$25 for the evening
Department/Staff/Faculty:	\$30 for the evening

Weekend: (Equipment must be picked up by 4pm Friday and returned by Noon Monday)

****Only one reservation will be allotted per weekend****

Student Groups:	\$35
Department/Staff/Faculty:	\$40

To request a date for renting the Karaoke Machine, please fill out the following information and return the form to the Student Activities Office. If you fill out the form on your computer, you may hit the "Submit" button above and it will be emailed to the correct person. If you want to print and fill out the form, please return in to the Student Activities Office, Reid 202.

Please note: Completing and submitting this form only constitutes a REQUEST for rental, it does not reserve the equipment. You will be notified promptly whether or not the machine is available on the day you are requesting it and we will confirm that the reservation is in place at that time.

Your Name: _____

Group/Department Name (if applicable): _____

Date you would like to use machine: _____

If the above date is unavailable, is there another date you'd like? _____

Contact Phone: _____ Contact Email: _____

Questions? Contact Leann White (whitele@whitman.edu) or Andrea Ramirez (ramireae@whitman.edu)