

Conference Center Equipment Policy

The Customer assumes all risks of loss or damage to the equipment from any cause and agrees to return it to 55 West Monroe (“The Building”) in the condition received from The Building. The renter shall pay The Building full compensation for replacement and/or repair of any equipment which is not returned, is lost, stolen, or damaged and in need of repair to put it into the same condition it was in at time of rental.

This _____ of _____, 20____, we are requesting use of the following AV equipment to be used on our rental date of _____.

EQUIPMENT	CHECK BOX IF REQUESTING USE	QUANTITY (Please specify type where applicable)
Wireless Presentation Clicker (1 available)		
Handheld Microphone or Microphone Lavalier Pack (2 available for full room – 1 per half room)		
Podium (1 available)		
Laptop to Data Box connection cord (HDMI, VGA available)		
Polycom Phone (2 available for full room – 1 per half room)		

*****Equipment must be returned to the office of The Building on the same date as rental date. If not, there will be a late fee charged to the renter. Late charges will be billed daily until equipment is returned.**

Signature: _____

Print Name: _____

Company (“The Customer”): _____

55 West Monroe, Suite 950
Chicago, IL 60606

T 312-443-1950
55westmonroe@jhancock.com



Building Office Use Only:

Items Returned:

Items Returned By: _____

Date: _____