

COS Atrium Sound System Usage Agreement / Procedures

- The atrium sound system installation is available for use by any renter for €75
- The renter is required to name one person prior to the rental to become the “sound system user”
- The named sound system user must make an appointment with an approved COS Staff Member prior to the rental, to be instructed on the full and correct procedures for using this system
- The sound system user will sign the attached checklist together with a COS Staff Member, declaring that all of the various components are present, undamaged, and fully functioning. Any discrepancies to this will be clearly noted at this time
- After completion of the rental, a COS Staff Member will reassess the sound system to ensure it has been left in the same state it was received and signed for in
- The Sound System User is the only person permitted to operate the sound system in any capacity, at any time during the rental**
- In the event of any damaged/missing/broken/misused/etc. items or equipment, the Renter is responsible for the full costs of any necessary repairs or replacements**

Renters Name (please print)

Sound System User (please print)

Renters Signature

Date

***See reverse**

COS Atrium Sound System Checklist

All components power on, all buttons/sliders are present and function properly, CD players open and close properly	
3 wireless microphones present and cases, 1 lapel microphone present and case, microphones power on, buttons function, microphones function	
3 sets of rechargeable batteries and 3 chargers are present, as well as extra batteries	
3 microphone stands present with all components and functioning properly	
1 headphone extension wire present and functions properly	
3 Speaker wires present and function properly (2 long, 1 short)	
1 Power extension chord (4 outlets) present and functions properly	
External hard storage case present and undamaged with 2 table legs present in cover storage brackets	
Wheels/brakes function properly	
Additional Notes:	

Sound System User signature

COS Staff Member signature

Date