

## OneCard Reader Request Non-Convo Hour Event

This completed Form must be submitted to the Campus Business Services - OneCard Office **NO LATER THAN 7 DAYS IN ADVANCE – NO EXCEPTIONS**. Use black ink to sign and date both the **Non-Convo Hour Event Request Form and Reader Request Policies Form** confirming that you understand and agree with its contents. The shaded areas are for office use only.

Event Title \_\_\_\_\_

Organization/Dept \_\_\_\_\_ Budget Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
# # # # # # # # # # # # # # #

Location \_\_\_\_\_

**ONE FORM PER READER & MONTH**

DATE	START TIME	END TIME
/ /		
/ /		
/ /		
/ /		
/ /		

DATE	START TIME	END TIME
/ /		
/ /		
/ /		
/ /		
/ /		

PRODUCT #	PRODUCT NAME	PRICE	PRODUCT #	PRODUCT NAME	PRICE
	1		6		
	2		7		
	3		8		
	4		9		
	5		10		

Please describe your OneCard Reader needs: \_\_\_\_\_

Event Contact \_\_\_\_\_  
PRINT LEGIBLE ~ BLACK INK

Event Advisor \_\_\_\_\_  
PRINT LEGIBLE ~ BLACK INK

Signature \_\_\_\_\_

Advisor's Title \_\_\_\_\_

Home Phone # \_\_\_\_\_

Department \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Signature \_\_\_\_\_

Email Address \_\_\_\_\_

Phone # \_\_\_\_\_

.....  
**FOR OFFICE USE ONLY:**

DATE	READER TYPE	LOC #	KEYBOARD #	OPERATING SCHEDULE #	LOOP	ADDRESS
/	<input type="checkbox"/> Mini <input type="checkbox"/> Midi <input type="checkbox"/> Maxi				43	
/	<input type="checkbox"/> Mini <input type="checkbox"/> Midi <input type="checkbox"/> Maxi				43	
/	<input type="checkbox"/> Mini <input type="checkbox"/> Midi <input type="checkbox"/> Maxi				43	

\_\_\_\_\_ ONECARD OFFICE APPROVAL

\_\_\_\_\_ STUDENT LIFE APPROVAL

# Non-Convo Reader Request Policies

The use of the OneCard Readers is a courtesy extended at no charge to On-Campus Organizations. The Campus Business Services - OneCard Office unconditionally reserves the right to refuse any Reader Request and to remove equipment during an Event.

## FORMS

1. A Request Form **must be filled out completely**. Based on availability, one form can be used for more than one reader if all readers are using the same keys and are at the same location.
2. The Form can be obtained from the Campus Business Services - OneCard Office located in St Robert Annex, 1<sup>st</sup> Floor, the Student Leadership and Development Office located in Malone 201 or downloaded from the web at [www.lmu.edu/onecard](http://www.lmu.edu/onecard). This completed Form must be submitted to the Campus Business Services - OneCard Office **NO LATER THAN 7 DAYS IN ADVANCE – NO EXCEPTIONS**.
3. The Event Contact **must sign each form** with a telephone number that actually allows access to that contact prior to the event. On occasions there may a question(s) that must be resolved prior to the event. If there is a change to the form after the initial submission, it must be authorized in person by the Event Contact. No changes will be allowed to the form within 1 working day prior to the check out date.
4. The Event Advisor who is a current LMU faculty/staff member **must sign each form**. The Campus Business Services - OneCard Office will contact the Advisor with any questions or problems incurred by this request that cannot be resolved by the Event Contact.
5. The Organization President **must sign the Request Policies Form**. Your signature confirms that you are aware of the event, understand and are in agreement with its contents.

## NON-CONVO HOUR EQUIPMENT READER CHECK-OUT

6. Check-out times are as follows, unless prior arrangements have been made:
  - a. Weekday events - 11am to 4:30pm on the day of the event
  - b. Weekend events - Friday from 11am to 4:30pm.
7. The organization will take responsibility for the Reader at the time of check-out at the Campus Business Services - OneCard Office.

## NON-CONVO HOUR EQUIPMENT USAGE

8. If rain or other such weather occurs during the event, the Organization will move the equipment to a non-exposed location.

## NON-CONVO HOUR EQUIPMENT CHECK-IN

9. The Equipment is **due no later** than 10 am on the next business day. The organization **is** responsible for returning all equipment checked-out including power strips and extension cords to the Campus Business Services - OneCard Office.
10. Due to the high demand, Readers returned after 10am will be charged \$25 per day. The charge will be deducted from the Budget Number provided on the Request Form.
11. The Reader **will only** be checked-out to the Event Contact as specified on this Request Form. Failure to check-out the Reader on the time and date specified on this form will result in a service charge of \$25. The charge will be deducted from the Budget Number provided.
12. **The requesting Organization is responsible for all equipment checked-out including power strips and extension cords during the specified date and times as requested on this form. If equipment is lost or damaged during the event, the cost of repair/replacement will be billed to the Organization's budget/account number. Each OneCard Reader costs up to \$4,000.**

## ACCOUNTING

13. Any funds collected through the Reader(s) will be transferred to Organization's Account using the Budget Number provided on this Request Form. The funds will be transferred at the beginning of the following month of the event.

## SIGNATURE OF ACCEPTANCE

**WE, THE PRESIDENT, EVENT CONTACT AND EVENT ADVISOR OF THE UNDERSIGNED ORGANIZATION, UNDERSTAND AND AGREE TO THE POLICIES IN THIS DOCUMENT. WE UNDERSTAND THAT FAILURE TO ADHERE TO THESE REGULATIONS MAY RESULT IN THE LOSS OF FUTURE ONECARD READER USE PRIVILEGES AND/OR THE CHARGING OF EQUIPMENT REPLACEMENT COSTS TO OUR ORGANIZATION. THIS EVENT HAS BEEN APPROVED BY THE STUDENT LEADERSHIP AND DEVELOPMENT OFFICE AND ALL INFORMATION PROVIDED TO THE CAMPUS BUSINESS SERVICES - ONECARD OFFICE IS ACCURATE.**

\_\_\_\_\_  
ORGANIZATION NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ORGANIZATION PRESIDENT [PRINT LEGIBLE]

\_\_\_\_\_  
PRESIDENT SIGNATURE

\_\_\_\_\_  
EVENT CONTACT [PRINT LEGIBLE]

\_\_\_\_\_  
EVENT CONTACT SIGNATURE

\_\_\_\_\_  
EVENT ADVISOR [PRINT LEGIBLE]

\_\_\_\_\_  
EVENT ADVISOR SIGNATURE