

RHA Contact Information:  
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 AMC327@live.com

Reservation Date(s): \_\_\_\_\_

Approximate Start/Stop Times: \_\_\_\_\_

# RHA Equipment Check-Out Form

Name: \_\_\_\_\_ Hall: \_\_\_\_\_ Room: \_\_\_\_\_ Phone: \_\_\_\_\_

Texting Okay? ( Y / N ) Email: \_\_\_\_\_ Event: \_\_\_\_\_

## Sound Fundamentals:

| Description                                     | Checked Out | Checked In |
|---|-------------|------------|
| Soundcraft Mixer & Crest Amplifier in Hard Case |             |            |
| Cerwin-Vega Amplifier in Hard Case              |             |            |
| Peavey Monaural Head Unit                       |             |            |
| Portable Peavey Mixer in Hard Case              |             |            |
| Kustom Portable Speakers (Active)               | ( /2)       | ( /2)      |
| Cerwin-Vega Speakers (Passive)                  | ( /2)       | ( /2)      |
| Cerwin-Vega Speakers (Active)                   | ( /2)       | ( /2)      |
| Peavey Speakers (Passive)                       | ( /2)       | ( /2)      |
| Cerwin-Vega Powered Subwoofer                   |             |            |
| Speaker Stands                                  | ( /4)       | ( /4)      |
| Microphones                                     | ( /14)      | ( /14)     |
| Microphone Stands                               | ( /8)       | ( /8)      |
| Sound Equipment Manual                          |             |            |

## Sound Cables:

| Description                                 | Checked Out | Checked In |
|---|-------------|------------|
| 25' Microphone Cables                       | ( /12)      | ( /12)     |
| 50' Microphone Cables                       | ( /4)       | ( /4)      |
| 20' Guitar/Instrument Cables                | ( /6)       | ( /6)      |
| 15'/25' Speaker Cables                      | ( /4)       | ( /4)      |
| 50' Speaker Cables                          | ( /6)       | ( /6)      |
| Speakon Couplers                            | ( /2)       | ( /2)      |
| 10'/25' 3.5mm to 3.5mm Cables               | ( /2)       | ( /2)      |
| 25' 3.5mm Extension Cable (for mp3 players) |             |            |
| 5' 3.5mm to Dual 1/4" Cables (mp3 to mixer) | ( /2)       | ( /2)      |
| 6'/25' 3.5mm to RCA Cables                  | ( /3)       | ( /3)      |
| 10' Dual RCA to Dual 1/4" Cables            | ( /2)       | ( /2)      |

By signing this form, you are acknowledging that your hall's council will become liable for all equipment checked out. Hall councils are liable from the time the equipment leaves RHA offices until it is returned. Hall councils will be charged for any damage incurred to equipment, regardless of whether repair or replacement is necessitated. Equipment condition evaluation and remediating actions are solely at the discretion of RHA. In addition, RHA reserves to right to impose fines for reasons other than equipment condition. Justifications for fines includes but is not limited to the following: late return of equipment, irresponsible use and/or abuse of equipment (at the determination of RHA), failure to communicate, and non-approved use or retrieval of equipment.

Signature of Hall Representative

Signature of RHA Representative

Date

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