



Department of Biomedical and Molecular Sciences
Poster Board Rental Agreement

The Department of Biomedical and Molecular Sciences has 50 poster boards available for rental. These boards are 4' x 5' in size (both sides are usable) and come at a cost of \$10/board per day to rent. Payment may be made by cheque payable to "**Queen's University**" and mailed to Biomedical and Molecular Sciences, Attn: Anne Tobin, Rm. 817 Botterell Hall or we can arrange for an internal transfer if requested. If you are interested in renting poster boards please complete the information below and return to Katherine Brennan-Rowcliffe (kbr2@queensu.ca) or drop it off to room 563 of Botterell Hall. Please note if you do not return all equipment borrowed you will be charged (see prices below).

Requestor Information

Name:

Department:

Email Address:

Phone Number:

Event:

Date of Pick-up: Date of Return:

Number of Boards Required (maximum of 50):

To be completed on pick-up:

My signature below indicates that I agree that the information indicated on this rental agreement is correct. If I do not return _____ poster boards, _____ poster board legs (2 per board), and _____ poster board clamps (2 per board), I understand that I will be charged \$150 per missing/damaged board, \$50 per missing/broken leg and \$25 per missing clamp.

Name (please print): _____

Signature: _____

Date: _____

Please return the complete form to kbr2@queensu.ca or drop it off to room 563 of Botterell Hall