A Polycom Soundstation Teleconference Mat is available for hire from the Information Services Division.

Hire charges:

- $25.00  (no set up)
- $60.00  (setup and hire charge)
- $80.00  (temp line install, setup and hire charge)

If you would like to book the conference mat, please complete the following form and return it via internal mail to Room 014, Information Services Division, Telephone Helpdesk, by fax to 8201 3003 or by email to dmscomms@flinders.edu.au. Please note that Section C of the form must be completed and signed by an authorised financial delegate of the University.

***********Teleconference Mat will only work on an analogue line************

Further information can be obtained by phoning the Information Services Division, Telephone Helpdesk on 8201 2345 (option 3).
Flinders University  
Information Services Division  
Digital Media Services

Teleconference Mat  
Hire Agreement

SECTION A — HIRE TERMS AND CONDITIONS

<table>
<thead>
<tr>
<th>Description of Equipment Loaned</th>
<th>Collection/Return Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polycom Soundstation Teleconference Mat</td>
<td>Information Services Division, Telephone Helpdesk</td>
</tr>
<tr>
<td>User Guide</td>
<td>Car park 7, Room 014, Information Services Division</td>
</tr>
<tr>
<td>Short Telephone Cable</td>
<td>Ground Floor, Physical Sciences Building</td>
</tr>
<tr>
<td>Long Soundstation Cable</td>
<td>Collect: After 3pm – working day prior to booking or by agreement</td>
</tr>
<tr>
<td>Power Cable &amp; Telephone Adaptor</td>
<td>Return: Before 11am – working day after booking or by agreement</td>
</tr>
</tbody>
</table>

1. The Customer agrees to return the hire equipment on the agreed date to the premises from which it was supplied (or such other premises as Information Services Division may specify). The customer agrees they must not allow any person to alter or in any way tamper with the hire equipment, and not to use the hire equipment for any illegal purpose.

2. The Customer agrees that if the teleconference mat and accessories supplied to him or her are lost, stolen or damaged in any way (whether or not as a result of the Customer's negligence) the Customer shall be liable to Information Services Division for the replacement cost of the teleconference mat.

3. The Customer shall at all times keep the teleconference mat in good working order and condition and shall ensure that the teleconference mat is at all times situated in a suitable safe and protected environment away from heat and water.

4. This form states all the terms and conditions of the contract between Information Services Division and the Customer.

5. A late fee of $10 may apply if equipment is not returned to Information Services Division within the required time frame.

SECTION B — CONTACT DETAILS

To be completed by the person hiring the teleconference mat

Title:  
Name:  
Extension:  
Fax no:  

Faculty / Division:  
Department / School / Unit:  

Position Title:  
Email Address:  

Time to be collected:  
Date booked out:  
Return Date / Time:  
Hire rate quoted at: $  

Technical Assistance Required?  
Yes / No  
Bldg:  
Room No.:  
Wall Socket:  

Extension to be used for teleconference:  

SECTION C — AUTHORISATION

I hereby authorise that the cost of hiring the teleconference mat is to be debited to the following account number:

Signature of authorised delegate:  
Name of authorised delegate:  
Date:

THIS TELECONFERENCE MAT IS PROVIDED FOR UNIVERSITY BUSINESS PURPOSES ONLY