I. Request Policies
A. All contact information listed on the UPAC Lights ‘Lighting Request Form’ must be provided. Missing information may be grounds for immediate denial of services without notification.

B. The UPAC Lights ‘Lighting Request Form’ is only a request for services. Completion of the request does not guarantee services or that requested equipment will be available.

II. Equipment Policies:
A. Equipment may only be allocated by a UPAC Lights Chairperson, and is subject to availability. All equipment will be allocated on a first come, first served basis. UPAC Organizations, however, will receive priority over all other requests regardless of when requests are submitted.

B. The renting organization accepts full responsibility for any and all rented equipment and agrees to pay for repair or replacement on items lost, stolen, or damaged within the duration of the rental. It must be understood that abuse of equipment will be grounds for automatic denial of all future requests.

III. Pricing, Payment, and Late Fees:
A. Non Union-funded organizations are required to pay equipment rental fees and technician fees. Union-funded organizations are responsible only for Technician fees.

B. Overtime rates will be charged to all organizations for Technicians working over eight (8) hours, or past 1:00am. Overtime Rates are defined as 1.5-x current hourly rate.

C. Payment for Non Union-funded organizations is due before UPAC Lights setup begins. NO EXCEPTIONS unless prior arrangements are made with a UPAC Lights Chairperson.

D. All fees, including any and all penalty fees, are at the discretion of a UPAC Lights chairperson and are non-negotiable.

E. Late-request fees will be assessed to all organizations on the following schedule.
   - Requests received less than ten (10) business days before an event will be assessed a $25 late fee.
   - Requests received less than five (5) business days before an event will be assessed a $50 late fee.
   - Request received less than three (3) business days before an event will be assessed a $75 late fee. These requests are not guaranteed for approval. If such a request is declined, it is the responsibility of UPAC Lights to contact your organization to inform you of the denial of services.
   - Requests received less than 24 hours before an event will be assessed a $100.00 late fee, and may be declined WITHOUT NOTICE! In this event, it is the requesting organization’s responsibility to contact a UPAC Lights chairperson for our decision.

F. If an event is canceled by the requesting organization less than 72 hours prior to its scheduled time a $25 cancellation fee will apply. If an event is canceled by the requesting organization less than 24 hours prior to its scheduled time a $25 cancellation fee and full equipment fees will be charged.

IV. General UPAC Lights Policies:
A. There must be a minimum of two (2) qualified UPAC Lights technicians for any event. The UPAC Lights Administrative Chairperson will decide on the required number of technicians for all events.

B. A contract agreement between UPAC Lights and the requesting organization is to be signed by a UPAC Lights chairperson and an authorized member of the renting organization before UPAC Lights setup begins.

C. Unless prior arrangements are made with a UPAC Lights chairperson, it is understood that the rental duration for equipment rented from UPAC Lights is 24 hours from the time equipment is received. Failure to return equipment within this period will incur a $5 per-hour-late fee. However, if equipment is more than 24 hours late, an extra day(s) rental will be assessed.

D. UPAC Lights reserves the right to cancel any and all services for any reason deemed appropriate by a UPAC Lights chairperson. Reasons include, but are not limited to, equipment problems, inadequate transportation, acts of God, national or familial emergency, and inadequate staff.

By signing the UPAC Lights ‘Lighting Request Form’ we guarantee that we have read, understand, and agree to all policies set forth in this document. Failure to abide by these policies will be grounds for automatic denial of all future requests.

Any changes to these policies for specific cases must be made in writing along with the request form and must be approved by a UPAC Lights chairperson before approval of this request.

UPAC Lights is not responsible for lost or misplaced requests. It is the requesting organization's responsibility to insure that UPAC Lights has received your request.