

Equipment Rental Guide

Making an Equipment Rental Request by Email

To Request Equipment Rental, email union@truman.edu with the following information.

- **Name** of person or organization making the request
- **Dates** of desired equipment rental
- **Contact** email or phone number
- **Equipment** you are requesting to rent.

Making an Equipment Rental Request in EMS Web Application

1. Choose CSI Equipment Rental template by clicking **Book Now**
2. Enter preferred **time** and date needed to rent (3 Day Maximum)
3. Click **search**
4. To see info and pictures, click **name of equipment**
5. To add equipment to reservation, click **+**, enter **1 attendee**, click **Add Room**
6. When done adding equipment to the cart, **click Next Step**
7. Enter in all **required information**, under Event Name, enter your **name or organization**.
8. If not renting games, enter N/A in the last field
9. Click **Create Reservation**

Room Request
CSI Equipment Rental
1 Rooms 2 Reservation Details
New Booking for Tue Apr 2, 2024
Date & Time
Date: Tue 04/02/2024
Start Time: 11:30 AM
End Time: 12:30 PM
Locations: US&I Rental Equipment Area
Search

Room Name	Location	Floor	TZ	Cap
3" Button Machine 2	US&I Rental - Misc.	(none)	CT	1
Popcorn Machine	US&I Rental - Misc.	(none)	CT	0
1" Button Machine	US&I Rental - Misc.	(none)	CT	1
2 Work	US&I Rental - Tech	(none)	CT	1

Attendance & Setup Type
To continue, please enter the number of attendees and desired setup type for this Room.
Number of Attendees: 1
Setup Type: Equipment Reservation
Add Room

Truman State University Reservations
MY HOME
My Reservation Templates
CSI Equipment Rental
Indoor Event Space Requests
Outdoor Requests
Residence Hall Space
Kirk Gym
My Bookings
MARCH 29, 2024
SEARCH
Central Time (CT)

CSI Equipment Rental
1 Rooms 2 Reservation Details
Reservation Details
Event Name
Event Type
Org. or Depart. Details
Org. or Depart. *
1st Contact