

Equipment Rental Agreement



Due Date: _____

216C West Center, Winthrop University, Rock Hill, SC 29733
803/323-2573 (phone) – 803/323-2124 (fax) – W.H.O.A.@winthrop.edu

Please Print:

Name: _____ Group: _____

Student (or) Faculty/Staff ID#: _____

Local Phone: _____ Email: _____

W.H.O.A. Staff:

Date Out: _____ Return Date: _____ Staff Initials: _____

Equipment Reservation Date: _____

Equipment Rental Total:

Date: _____

Amount Charged: _____

Transaction #: _____

Employee Initials: _____

Additional Totals:

Date: _____

Amount Charged: _____

Transaction #: _____

Employee Initials: _____

I assume full responsibility for equipment rented from *Winthrop Headquarters for Outdoor Adventure (W.H.O.A.)*. I have checked the equipment and found it to be in good and usable condition and agree with the listed inventory numbers. I agree to pay for damages to equipment and accessories in excess of normal use as assessed by W.H.O.A. staff. I assume total liability for all loss or theft of property. All late equipment will be charged as follows: *Late Charges = Daily Rental Rate x Number of Days Late* (up to a maximum of 30). Once you inform W.H.O.A. of lost equipment in writing, you will be billed for all days late as of the day of notification and full replacement cost of the item(s). Furthermore, the renter agrees to pay any and all damages including the insurance deductible for any physical damages that may be incurred.

I understand there are risks involved in the activities for which this equipment is intended and that injuries may occur. I agree to hold Winthrop University and its officers, employees, and agents harmless from any and all liability for damage or injury to myself or to any person or property resulting from use of the equipment.

Signature: _____ Date: _____

Signature of witness: _____ Date: _____

Equipment Rental and Return Information

Rental Hours: By appointment OR during WHOA Office hours (M-Th 9AM – 4PM; F 9AM-12PM)

216C West Center, Winthrop University, Rock Hill, SC 29733

803/323-2573 (phone) – 803/323-2124 (fax) – WHOA@winthrop.edu

Rental Information: Please Read!

Equipment Returns:

1. All equipment must be returned on the return date. A charge will be assessed each day that the equipment is late.
2. All late equipment will be charged as follows: Late Charges = Daily Rental Rate x Number of Days Late (up to a maximum of 30).
Once you inform WHOA of lost equipment in writing, you will be billed for all days late as of the day of notification and full replacement cost of the item(s).
3. If equipment is damaged or lost you will be contacted by the WHOA program coordinator for replacement costs. Costs are based on current retail value of item or replacement part.
4. If equipment is returned dirty and needs to be cleaned, a \$5.00, \$10.00 or \$15.00 cleaning charge will be assessed for each item.
5. When returning tents, the renter will be expected to assemble for purposes of ensuring all tent materials are present.

Equipment Care:

1. Please read and follow any written or verbal instructions for set up and use of equipment. If you do not know how to use a piece of equipment, please ask the WHOA staff for assistance.
2. If camping with a group, do not mix up equipment stuff sacks or pieces of equipment. Keep all components of the equipment together...especially tent poles, accessories, and stuff sacks! Secure your stuff sacks inside your tent or they can blow away.
3. Please return equipment as clean as possible. Dust off packs, rinse of kayaks, dry tents, etc.
4. **Do not wash or dry tents or backpacks in a washer or dryer. It will damage the equipment.**

Equipment Damage:

1. You are responsible for all equipment. If equipment is damaged or broken you will be charged for the repair or replacement of the item. It is recommended that you examine all equipment prior to using it. It is recommended that you set up tents and try out equipment before each outing.
2. Normal wear and tear of equipment will be assessed by the WHOA staff.

Qty	Name of Item	INVENTORY #	Weekend Rate (Friday – Monday)	Daily Rental Rate x # of days (Example \$2.00 x 3 days= \$6.00)	Subtotal:	Returned (Staff Initial)	Date Returned	-Cleaning fee -Late fee -Damaged fee -Replacement fee	Additional Charge:
EQUIPMENT RENTAL TOTAL:					\$	ADDITIONAL TOTALS:			\$

Signature: _____ Date: _____

Credit/Debit Card info: Visa – MasterCard - American Express - Discover Card #: _____
(Security Deposit - See WHOA Rental Policies for explanation of security deposit purpose)