Winthrop Headquarters for Outdoor Adventure

RENTAL POLICIES

Department of Physical Education, Sport & Human Performance
216 Lois Rhame West Health, Physical Education & Wellness Center
WHOA Ph.#: 803/323-2573
Email: WHOA@winthrop.edu
Mission Statement

“The mission of Winthrop Headquarters for Outdoor Adventure is to promote the health and wellness of the campus community and to encourage a respect for and appreciation of natural environments by providing the students, faculty and staff of Winthrop University with opportunities, resources, and instruction necessary to engage the outdoors in a meaningful and responsible manner.”
General Rental Information

- To rent equipment you must be a valid Winthrop University student, faculty, or staff.
- Must have a valid Winthrop student or faculty/staff ID to present when renting or reserving equipment.
- Patrons may rent up to two of each type of item (ex: two tents, two packs, etc.).
- Items may be rented for a maximum of two weeks if deemed permissible.
- All equipment listed on the renters receipt is due in the same condition as issued by the specified due date.

Group Rentals (WU Clubs & Organizations)

- Group rentals are allowed and will be dealt with on an individual basis.
- Please contact WHOA a minimum of two weeks prior to the date the equipment is needed.
- Group Rental Agreement must be completed.
- Equipment may not be available on certain weekends due to its usage in outdoor education courses.

Reservation Policies

- All reservations must be made in person by the individual renting the equipment.
- Reservations are strongly encouraged to ensure availability of equipment, but are not required.
- All reserved equipment must be picked up by the specified deadline. Equipment not picked up by the deadline will be made available for other patrons to rent.
- The individual who reserved the equipment must be the one to pick up and pay for the equipment.
- Reservations may be made up to a maximum of 14 days in advance.

Equipment Pick-up

- During equipment pick-up, the WHOA staff-person will ensure that the rented item(s) are in good working order and will provide guidance instruction on how to properly use the rented item(s).
- Backpacks – individual(s) will be shown how to properly wear and adjust backpacks.
- Tents – during pick-up, the WHOA staff-person will demonstrate how to assemble, disassemble, and pack the rented tent and will ensure all materials are present.
- Stoves – WHOA-staff will provide renter(s) with specific instruction on how to operate camping stoves and will demonstrate how to assemble and disassemble the stove.
Boats (Kayaks)

- Please reserve boats a minimum of 24 hours in advance, and pick up/return all boats by 4:00PM (Spring, Summer, Fall) in consideration of other patrons. Boats take longer to prepare and load, so reserving them in advance and picking them up/returning them by 4:00PM helps the WHOA staff and speeds up the rental process for yourself and others trying to rent equipment. During the schoolyear, boats will be available for pick-up on Friday afternoons or by appointment. Boat rental/pick-up during summer months is by appointment only.

- The renter is solely responsible for the loading/unloading of canoe(s) and kayak(s) onto or in their vehicle or trailer. WHOA will provide an information sheet with proper instructions for strapping a kayak to your vehicle. A car rack kit is provided as part of the rental agreement. A second person may be needed to load the kayaks. Liability requirements dictate that the client(s) must be responsible for the loading of the kayak onto the vehicle.

- Each kayak rental will include a lifejacket, emergency whistle, helmet, paddle, bilge pump for group rentals, and a portable car rack kit.

Equipment Return

- Return equipment to the WHOA during posted hours of operation or designated return times. DO NOT RETURN EQUIPMENT AT THE WEST CENTER FRONT DESK. The PESH Departmental office is located in 216 West Center.

- Please arrive a minimum of 30 minutes before closing time.

- Please allow approximately 15 minutes to check your equipment back in.

- Equipment does not need to be returned by the renter, other individuals may return the equipment. Individual(s) returning the equipment are responsible for paying any late or additional fees.

- When equipment is returned, WHOA staff will inspect equipment for assessment of any damage or required cleaning costs. When returning a tent, the renter will be expected to assemble the tent to ensure all materials are still present and in working order.

Cancellations

- Please cancel reservations 24 hours in advance in consideration of other patrons.

Rental Equipment Rates

- **Daily** (Equipment is due back by 4PM the following day. Applies to weekday rentals only Monday – Thursday. Equipment is due back by 12PM on Fridays.)

- **Weekend** (Equipment is picked up on Friday afternoon and returned on Monday by 12PM)
Payment

- Payment for rented items is to be made at the time of equipment pick-up.
- Any assessed cleaning, replacement, damage, or late charges should be paid when equipment is returned (see below).
- Payment must be made by way of cash or a check made payable to “Winthrop University.”
- When making payment, credit/debit card information must be provided as a security deposit. If a renter fails to return any/all rented equipment or refuses to pay damage or cleaning costs, the credit/debit card will be charged.
- NO REFUNDS WILL BE ISSUED!

Late Charges

- All late equipment will be charged as follows:
  
  \[ \text{Late Charges} = \text{Daily Rental Rate} \times \text{Number of Days Late} \]  
  \( \text{Up to 30 days} \)

- Items not returned after 30 days - Renter is responsible for the late charge and the replacement charge.
- Late charges are due upon return of the equipment.

Cleaning Charges

- Returned items are expected to be reasonably clean and dry.
- Do not wash tents or packs in washing machines! Cleaning and care guidelines will be provided by WHOA staff.
- A cleaning charge of $5, $10, or $15 per item will be assessed for equipment requiring cleaning. For Example: a $5 charge may be the cleaning of a stove or drying of a tent, a $10 charge may be spot cleaning a tent, and a $15 charge may be a tent/backpack that is excessively soiled and requires significant cleaning.
- WHOA staff will assess cleanliness of returned equipment and if necessary, will determine the amount of the cleaning charge.

Replacement/Damaged Charges

- Renters are responsible for the full replacement cost of all equipment not returned, damaged, lost, or stolen.

WHOA CONTACT INFORMATION:

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Where is WHOA?

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