Equipment Borrowing Agreement

The Engineering Deans Office offers basic event equipment available to the Deans Office staff, Engineering departments and student clubs to borrow. By submitting a request to borrow equipment, you are agreeing to the following borrowing policy.

Rental Policy

- Borrowing periods need to include pick-up and return days/time.
- Before you can take any equipment, a reservation form must be completed.
- Borrowing requests can be canceled due to the priority of a Deans Office event. Every effort will be made to notify you within a reasonable time. Deans Office reserves the right to terminate this Agreement earlier upon notice to borrower.
- Borrowers take full responsibility and assume proper care and use of the equipment. Additionally, renters take full financial responsibility of the equipment borrowed in the event of theft, loss, accident, misuse or damage beyond reasonable wear and tear as determined by the Deans Office staff.

Rental Requirements and Responsibility

- The borrower shall not permit the equipment to be used by any person who is not authorized to use such equipment. We expect that you take good care of the equipment while it is in your possession.
- The Deans Office does not provide assistance in transporting or moving the equipment or materials. It is the borrower's responsibility to make sure they can safely transport the equipment and have the means to secure it without damaging it.
- If the equipment is kept overnight, it is the responsibility of the borrower to store, secure, and return it to the Deans Office during business hours Monday-Friday 8am-5pm in 1042 Kemper.
- If needed, when you pick up the equipment, our front desk student can provide instructions on the proper use and operation of the equipment.

Late Policy: Each group will only receive one honorary late exception. Any additional late times will result in revoking borrowing privileges. For example, if equipment is due on a Friday before noon and not returned until Friday afternoon, this is deemed late. Privileges can be revoked if the policy is abused.

Damage Policy: Deans Office staff/students will inspect the equipment/materials when returned. Damage fees (minimum $20, maximum equivalent to the replacement cost of the item) will be assessed for each item that is damaged beyond "normal wear and tear" for the item rented and duration of the borrowing period. Cleaning fees can be charged if the item(s) are returned excessively dirty.

Lost or Stolen Policy: Full replacement cost of borrowed equipment will be charged to borrower for equipment that is lost, outstanding, or stolen. Any equipment unreturned after two weeks beyond the due date will be charged in full replacement cost to you.