

Seattle University
Outdoor Equipment: Rental Agreement Form

Please fill in the information requested in this box completely and legibly.

Print Name _____

Home / Work / Cell Phone _____

Address _____

Student ID # or Faculty/Staff Dept _____

City _____ State _____ Zip _____

Email address _____

Destination _____

Date/time of Equipment Pickup: _____

Date/Time Returned: _____

Check each piece returned (x), and write comments on condition: clean, damaged, etc.

Equipment Rented

Rental Fee

Deposit
(staff/fac only)

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

TOTAL PAID, Cash/Check/CC: _____

Received by (staff initials): _____

Date paid reservation fee: _____

**Clean/Damage/Replacement
Fee Assessed:** _____

Reserved by (staff initials): _____

Date Fee Collected: _____

Date/Time to be Returned: _____

Comments:

Clean, dry equipment should be returned to the OAR office of Connolly Center, Room 123.
****A 100% refund will be given with at least a 48-hour cancellation notice and return.****

Seattle University
ACKNOWLEDGMENT and AGREEMENT

DUE DATES and LATE FEES

All equipment is due on the date specified on the Rental Agreement Form, and must be checked into the OAR office in Connolly Center by the posted hours of the due date. An immediate fee of \$20 will be charged upon late return of any gear. A \$1 per day fee will accrue for each additional day the gear is returned late. (Ex. The item was due Monday but was returned Tuesday. The fee would be \$21).

(Please initial _____)

DAMAGE AND REPLACEMENT FEE

If any part of equipment is damaged, lost, and/or rendered *permanently unusable*, the charge will be equivalent to the replacement value of the entire item. If a part is broken or lost and *can be replaced*, the cost of the part will be assigned as a damage fee. Renters will be contacted within a week with the total fee amount. Fee's must be paid within 5 business days or student account holds and faculty/staff deposits will be utilized, as per policy, to ensure payment. (Please initial _____)

CLEANING FEE

Renters who return excessively dirty or wet equipment will be charged a cleaning fee appropriate to the offense. The cleaning fee will vary, maximum of \$20 per item. Renters are strongly encouraged to clean off and DRY ALL rented equipment items. (Please initial _____)

STUDENT ACCOUNT HOLDS

If equipment is not returned on the specified return date or damage/cleaning fees go unpaid, the renter will be contacted via email and a financial hold will be placed on their Seattle University student account. This hold will be for the full amount including any cleaning, damage, replacement, and/or late charges student has accrued up to this point. Renters cannot register for classes until the hold is lifted from their account. The hold will not be removed until the full amount of the fee has been paid.

To lift holds: Pay the fee in full to the OAR office. Once paid, the hold will be cleared and taken off your account promptly.

FACULTY AND STAFF DEPOSITS

In addition to normal rental fees associated with gear, all staff and faculty rentals require a holding deposit in the form of cash, check or credit card. In the event that gear is returned late, damaged or unclean, gear deposits will be utilized to cover these costs.

RELEASE OF CLAIMS

In consideration for being to use Seattle University's equipment, I understand that the use of recreational, outdoor rental equipment involves risk, including the risk of injuries, illnesses, and even death. I assume these risks and release any claims that I may have against Seattle University, its trustees, employees, students, and agents for any injuries or illnesses that I may suffer as a result of using Seattle University's recreational equipment, including any claims that my heirs may have in the case of my death. (Please initial _____)

Therefore, if any of the equipment is lost or damaged, I agree to pay the cost of repairing or replacing the equipment. In addition, I agree to pay the cost of additional cleaning and drying if, when I return the equipment, it is excessively dirty or wet. And I agree to pay a late fee if I return the equipment after the scheduled return date and time.

Additionally, I have read and understand the contents of this document, voluntarily sign this Outdoor Equipment Rental Agreement, and accept full responsibility for the rental equipment while it is checked out in my name.

Signature (or signature of guardian for renters under 18 years)

Date