



SIUE Outdoor Recreation
Equipment Rental Agreement
Equipment Issue Desk: 618-650-2370

ALL EQUIPMENT RENTAL REQUESTS MUST BE MADE A
MINIMUM OF 48 HOURS BEFORE THE EXPECTED TIME OF PICK UP

*Requests are accepted Monday through Thursday ONLY

**Full Payment is required at the time of the pickup

Name/Department: _____ 800#: _____

SIUE Affiliation: Student [] Other [] _____ Dept. Acct. #: _____
(Please Specify)

Current Address: _____
Street City State Zip

Campus/Cell Phone: _____ E-mail: _____

Pick Up Date: _____ Return Date: _____

Office Use Only:

E.I. Attendant Processing: _____ Date: _____

Equipment Checked Out By: _____ Date: _____

Equipment Checked In By: _____ Date: _____

Equipment	Size	Quantity	Gear # Assigned	Day/Week Cost	Total Cost
				Final Cost	

Reservation: Reservations are made Monday through Thursday. Reservations must be made 48 hours in advance. Any cancellation of a reservation 24 hours or less from the pickup date will result in a fee. Payments must be made at time of reservation. **All reservations must be made in person at Equipment Issue.**

User/Responsibility: I hereby assume responsibility for the above listed equipment. If the equipment is lost, damaged, or returned in a condition other than what it was checked out, I agree to pay the cleaning and/or repair costs. I also agree that the equipment will be used only by me and will not be rented or loaned to any other person. The equipment will be returned by the date stated, or I will be assessed the daily rental fee for each piece of equipment until it is returned.

Release: In consideration of acceptance of this equipment, I hereby, for myself, my heirs, executors, administrators, and assigners, waive and release any and all claims for damages which may hereafter occur to me or which I may have against Southern Illinois University Edwardsville, and all individuals involved in the equipment rental program, and any of their agents, representatives, successors, and assigners for any and all injuries, loss of damage suffered by me in any way connected with the equipment and use thereof. A separate release of liability form must be completed in order to rent a kayak from SIUE Campus Recreation. Click **HERE** for the form.

Signature: _____ Date: _____



SIUE Outdoor Recreation Equipment Check

Check Out

Equipment	Gear #	Overall Condition/Assessment

Assessed by: _____

Date: _____

Check In

Equipment	Gear #	Condition Changes

Assessed by: _____

Date: _____

Actual Return Date: _____

Office Use Only

800 or Account #: _____

Rental Fee (Departments/Organizations Only): _____

Late Fee: _____

Damage Fee: _____

Total Charges Assessed: _____

☐ Account Has Been Charged

Initials: _____