
TITLE: Equipment Rental Policy

POLICY NUMBER: 2012-04

CONTACT: Marketing Coordinator

EFFECTIVE DATE: November 12, 2012

REVISION DATE: May 10, 2013

APPROVED BY: General Assembly

Equipment Rental Policy

Article 1 Purpose

1.1 For any persons or organizations wanting to rent out or borrow any ResSoc owned equipment such as board games; chocolate fountain(s); lighting equipment; sound systems; microphones; microphone stands; projector(s); projector screen(s); and any other ResSoc owned equipment.

1.2 All ResSoc staff and external organizations comply with all of the corresponding clauses in the *Equipment Rental Policy*

Article 2 Procedure

2.1 For any renters/borrowers who wish to rent or borrow ResSoc's equipment, a direct e-mail or must be sent to the Marketing at services@ressoc.org by the renter(s)/borrower(s) in compliance with **Article 3**.

2.2 For external parties who wish to rent or borrow the projector and/or the sound equipment system, the *ResSoc Equipment Rental Agreement* document must be filled in completeness, signed by the renter/borrower, and a paper-copy as well as an electronic copy must be submitted to the Marketing Coordinator two weeks prior to the equipment rental date.

2.3 Should the renter(s)/borrower(s) fail to submit the *ResSoc Rental Agreement* document to the Marketing & Services Coordinator two weeks prior to the equipment rental date, the Marketing & Services Coordinator has the right to not lend to them.

Article 3 Timelines

3.1 (a) All external borrowers and/or external renters shall notify the Marketing Coordinator of all equipment-rental needs two weeks (14 days) before the renter(s) or borrower(s) pick up the equipment.

(b) All ResSoc staff shall notify the Marketing Coordinator of all equipment-rental needs 10 days before the staff member(s) pick(s) up the equipment.

3.2 In the event the renter(s) or borrower(s) of ResSoc owned equipment fail to notify the Marketing Coordinator two weeks prior to the equipment rental date through e-mail, the MCRC President along with the Marketing Coordinator has the ability to override the two-week policy.

3.3 Upon receiving the rental request e-mail, the Marketing Coordinator has 48 hours to respond to the request and to confirm that the renter(s)/borrower(s)'s request has been received.

Article 4 Renter(s)/Borrower(s)'s Responsibility

4.1 All renters/borrowers of ResSoc owned equipment has 24 hours after the conclusion of the equipment rental time (as indicated in e-mails sent to the Marketing coordinator and/or in the *ResSoc Rental Agreement* document) to return the rented equipment to the Marketing Coordinator.

4.2 It is the renter(s)/borrower(s)'s responsibility to contact the Marketing Coordinator (and only the Marketing Coordinator) to arrange a time within 24 hours after the conclusion of the equipment rental time.

4.3 Should the renter(s)/borrower(s) fail to return all equipment within 24 hours after the conclusion of the equipment rental time due to unforeseeable circumstances, the Marketing Coordinator has the ability to extend the time given to the renter(s)/borrower(s) for returning the equipment.

4.4 Once the equipment is rented out to renter(s)/borrower(s), they are liable for any damages or missing pieces of the equipment, which must be compensated at the expense of the renter(s)/borrower(s) after the Marketing Coordinator provides a quote of the damage expense.

4.5 Any significant changes that can negatively affect the equipment's future usability and quality will be claimed as damages.