



## Equipment Rental Agreement

AGREEMENT made between The University of Tulsa Student Association (Owner)

and \_\_\_\_\_ (Renter/Organization):

1. Owner hereby rents to Renter/Organization the equipment described below: (Please check the appropriate items)

Sony HandyCam DCR-HC20 (Value: \$380)

Joybee GP1 Mini Projector (Value: \$700)

2. Renter/Organization shall be a Registered Student Organization with SA in order to be eligible to use the equipment offered for rental. The Renter/Organization account # \_\_\_\_\_

3. If all equipment (this includes all accessories to said equipment) has been returned to the Owner and found to be in good condition and repair, no charge will be assessed to the Renter/Organization. The Renter agrees to pay the full retail value of any equipment that is not returned or damaged beyond repair. If the equipment is damaged but able to be repaired, the Renter/Organization will be billed for those repair charges. The Student Association will coordinate all repairs made to the equipment.

4. The Renter shall during the rental term keep and maintain the above described equipment in good condition and repair and shall be responsible for any loss, casualty, damage or destruction to said equipment and accessories notwithstanding how caused. Renter agrees to return said property in its present condition, reasonable wear and tear excepted.

5. If renting the HandyCam, the Renter is responsible for purchasing the necessary recording cassette(s) and for recharging the battery pack if it is exhausted. Operation Manuals will be provided and must be returned with the equipment or a \$40.00 charge will be assessed. If accessories are not returned, the organization will be billed for the amount necessary to replace said accessory (i.e. adapter, battery pack, etc).

6. A late fee of \$35.00 will be assessed to the Renter if not returned as agreed upon.

7. An officer of the Student Association, or their designated representative, shall be permitted to attend the function and may request that the Renter alter the use of the equipment if it is deemed abusive to the equipment.

### To be completed by SA President, Exec. Director of Information Services, or Advisor

Check-Out Date: \_\_\_/\_\_\_/\_\_\_

Renter's Signature: \_\_\_\_\_ SA Pres, EDIS, or Advisor: \_\_\_\_\_

Check-In Date: \_\_\_/\_\_\_/\_\_\_

Renter's Signature: \_\_\_\_\_ SA Pres, EDIS, or Advisor: \_\_\_\_\_

### CONTACT INFORMATION (PLEASE PRINT CLEARLY – ALL FIELDS MUST BE COMPLETED)

Purpose of Rental (Event Name, Activities at Event, etc): \_\_\_\_\_

Location of Event (House, Hall, Building, etc): \_\_\_\_\_

Renter's name as it appears on Student ID: \_\_\_\_\_ Student ID: \_\_\_\_\_

Renter's Position in Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Organization advisor: \_\_\_\_\_ Advisor's phone #: \_\_\_\_\_

President of Organization: \_\_\_\_\_ President's phone #: \_\_\_\_\_