



Equipment Rental Request Policies

- All equipment rentals are subject to availability
- Please submit requests a minimum of 10 business days prior to event
- All request applications must be signed by a campus advisor
- Equipment checkout is for three days, to be returned on the fourth day by the closing time (e.g. pick up Friday, return Monday before 8pm). If not returned by that time, a late fee will be assessed of 50% of total rental cost. This late fee is added *per day* the rental items are late.
- Renters are encouraged to inspect all items prior to checkout. Renters will be responsible for excessive damage to equipment while it was in his/her care.
- All equipment must be checked out and returned to Member Services during that department's normal business hours