

Policies & Procedures :: Equipment Rental

[PUBLIC] Rental Policies



Introduction:

Thank you for your interest in checking-out equipment from Outdoor Adventures! In order to provide you with the smoothest experience, please review our steps and policies for equipment rental below.

Steps:

The following steps should be taken for participants to rent-out equipment from Outdoor Adventures.

1. Review the Equipment Rental Policies below.
2. Plan the trip, and develop a list of equipment that might be needed.
 - a. Our trained Outdoor Adventures staff can help renters with this. Access, permitting, menu planning - we have done it all. Stop by the OAC for latest and greatest information.
3. Reserve your equipment.
 - a. The renter may reserve equipment the day of, or up to two weeks in advance.
 - b. You have the option of reserving equipment in-person, or via an online form [located here](#).
 - c. Equipment availability is subject to change, please call ahead / stop by to confirm availability.
 - d. The OAC tests all equipment prior to transaction to ensure it is complete and in working order. It is the renter's responsibility to double-check this process and ask OA staff any clarifying questions prior to departure.
4. Stop by CHP, Room #112 during business hours to pay for all rental costs.
 - a. While you are paying, the OAC staff will review the renter's equipment and put it all together. When the renter returns with a payment receipt, they will be able to pick up their equipment for the rental period.
5. Have fun, be respectful, stay safe while enjoying your adventure.
6. After returning from this epic experience, immediately set up any equipment, allow it to dry off, inspect it for dirt and damage.
 - a. Please, return all equipment clean and dry. If the renter notices any dirt, they should follow the documentation that came with it on how to properly clean it.
 - b. DO NOT USE ANY ABRASIVE CLEANING CHEMICALS. At most, use a

damp sponge with a small amount of dish detergent.

- i. See our [Care & Maintenance Document](#) for more information.
7. Return the clean and dry equipment to the OAC at least thirty minutes prior to closing. It will take some time to check-in the equipment; so, plan accordingly.
 - a. If the equipment comes back on time and clean, the transaction will be completed.
 - b. If the equipment comes back dirty, damaged, or late, the OAC staff will review the equipment, and assess any damages / fees necessary. This transaction will be reviewed by the Graduate Assistant for Outdoor Adventures, and the renter will be contacted with additional information.
8. Tell everyone how you reached the summit, survived that storm, or had just a relaxing time hanging out. Share your epic story with the OAC staff and with UREC on [Facebook](#).
9. Repeat steps 1 - 8.

Policies

- I. There are risks associated with outdoor activities and the renter will not hold Angelo State University, any of its departments or staff, or the State of Texas responsible for injury, accident, or damage incurred while using or transporting this equipment.
- II. Angelo State University assumes no responsibility for accidents or injuries resulting from the use of rented equipment.
- III. One person may not rent out gear for an entire group. Each individual may rent equipment for up to two people.
- IV. The renter is responsible for the loss, theft, or damage of all gear, and all gear must be returned clean and dry.
- V. Renter agrees to examine the [damage fees](#) and agrees to pay any damages
- VI. Upon returning equipment, it is the renter's responsibility to finish the equipment return and settle any disputes assessed by OA staff upon return.
- VII. The renter will be charged a flat rate of \$20 per day for late equipment until the equipment is returned. Equipment returns are only accepted as long as they are before thirty minutes to closing.
- VIII. All fees due to the Outdoor Adventures Center must be paid within two weeks of the date the renter is notified. The renter's student account will be charged if payment is not made within the two-week window.
- IX. All fees must be paid in the form of cash, check (made payable to: Angelo State University), or credit/debit card. To make a payment stop by CHP Room 112 during normal business hours.

Loss of Equipment

Participants renting departmental equipment are responsible for loss of equipment and/or parts that may occur while in their possession and must report loss of equipment and/or parts to Outdoor Adventures. The Assistant Director and Graduate Assistant will assess the loss and upon assessment they will provide the exact cost to be paid by the participant before the end of the current semester and will send a report to the participant. Participants who have lost equipment will be charged full price for that equipment in accordance with the [Estimated Equipment Damages/Replacement Cost Worksheet](#) signed by the participant as part of the rental agreement.

Damaged Equipment

Participants renting departmental equipment are responsible for any type of damage to equipment and/or parts that may occur while in their possession and must report any damage to equipment and/or parts to Outdoor Adventures. The Assistant Director and Graduate Assistant will assess the damage to equipment and upon assessment may charge the participant for damages as outlined by the [Estimated Equipment Damages/Replacement Cost Worksheet](#). Should there be a charge for the damages, Outdoor Adventures will provide a report to the participant to be paid by the end of the current semester.

Should the participant be found to have been using equipment recklessly, in addition to monetary charges Outdoor Adventures may decide to revoke their privilege to rent equipment.

Equipment Theft

Participants who have missed their deadline to return equipment as stated on their rental agreement will be charged extra days for each day not returned in accordance with the [Equipment Rental Price Sheet](#). After 3 days if the participant has not returned the equipment, renewed their rental agreement, or contacted Outdoor Adventures/responded to notifications of due equipment, we will then assume the participant has no intention of returning the equipment. Outdoor Adventures will provide a report to the participant listing the charges to replace the equipment.

Should the participant return equipment after reports of theft have been filed with the department then it is at the discretion of the Assistant Director of the department as to what the participant will be charged.