

Dear Renter: We have just handed you another long wordy document, but we require you take the time to read this before checking out equipment. There are a few key things you should know.

CHECKING GEAR OUT

- Gear is available on a first come, first served basis.
- What you need: Valid LUC ID, Signed Equipment Rental Agreement*
* Available online or at the Equipment Room.
- At the time of the reservation payment is due. Payment is accepted in cash, check, debit/credit and Rambler bucks. This rental fee is NON-REFUNDABLE.
- Gear may be picked up during rental program office hours (Mondays and Thursdays, 2:00–6:00). If needed, make an appointment outside of our office hours at least **3 days** in advance.
- **THIS IS KEY:** When picking up your rented gear, give yourself at least **20 minutes** for inspecting the gear. The last check out begins no later than 5:40 P.M. A staff member will help you inspect your equipment so you can both note the condition.
 - **Note:** Checking equipment before you take it home is important because any previous damages the rental staff are not made aware of are assumed upon return to be caused by the renter.

USING GEAR

- **You are responsible for taking good care of Loyola's gear!** We like it, you like it, and we want others to be able to use it in the future, so please don't damage or lose it.
- If you do damage or lose equipment, you can be charged up to the full retail value. A table of replacement costs is available upon request.

CHECKING GEAR IN

- Check-in is similar to check-out. When you make your reservation, you will make an **appointment for check-in**, and that pre-arranged day and time is when you need to bring back the gear. Be sure to give yourself **20 minutes** for gear inspection!
 - **Note:** Gear is not checked in unless handed to a rental program staff member. Halas Service Associates are not able to check-in outdoor equipment. If you leave it, it is at your own risk.
- Bring back your gear in the same state you checked it out. This means clean, dry, and packed. If you are at all unsure how to clean your equipment properly, just ask us!
 - **Note:** I know we just told you to clean your equipment, but PLEASE DO NOT wash sleeping bags. Empty it, dust it off, but DO NOT throw it into your washing machine. We will take care of that.
 - **Note:** Please use a damp towel or sponge, WITHOUT SOAP, to wipe down tents.

FEES

First off, please don't get fined! Read on to know when fines are assessed.

- If it's late, the daily rental fee will be charged for every day the equipment is late.
- If the equipment is not returned within 30 days, we will seek the full replacement value.
- You can be charged a damage fee if there is damage to the gear, it is improperly cleaned, or other situations as determined by the rental staff. A list of common cleaning and repair costs is available upon request.
- Tents **must** be pitched upon return for inspection. If you decide not to, you will be charged a \$10 convenience fee.
- No future items will be rented until prior dues are paid.
- If fees are not paid, the O.O.E.E. will charge an Equipment Late/Damage fee to your LUC student account.