

Equipment Rentals

Purpose:

The following policy will outline the rules and regulations regarding any rentals facilitated by the ASA.

Policy:

All rentals are at the sole discretion of the ASA and may be denied for any reason.

Equipment

- ASA equipment, including the popcorn machine and PA system, can be rented to groups or individuals for use at student-oriented and student-led events, provided that the rental does not interfere with any necessary use of the equipment by the ASA.
- The group/individual renting the equipment will be held responsible for any damage incurred during the rental period, and additional fees may be charged.
- When renting out larger equipment, preference will be given to initiatives that target larger student audiences.

In order to rent out equipment an individual / group must:

- i. Send a request to the VP Finance with at least one week's notice;
 - ii. Sign a rental agreement with the VP Finance;
 - iii. Pay a \$50.00 cash deposit;
 - iv. Arrange for equipment pick-up and drop-off
- Once equipment is returned to the ASA in its original condition, the cash deposit will be returned to the signed renter.
 - If the equipment is not returned by the date and time specified in the agreement, the renter forfeits \$20.00 of their \$50.00 cash deposit.