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.