

## Equipment Rental

### *Purpose:*

The Augustana Students Association recognizes the need for our student clubs to use our equipment for their success. The association also recognizes the risks and responsibilities for both the association and the student club. The ASA will be able to lend out equipment such as the popcorn machine and the PA system.

### *Policy:*

- Student clubs wishing to use the equipment must be fully registered with the Augustana Students' Association.
- Only student club executive members may sign out ASA equipment, and the executive member signing the equipment out is responsible for ensuring that the group as a whole uses the equipment safely and responsibly.
- The group needs to notify the VP Student Life with one week notice. If this is not complied with, the ASA reserves the right to refuse permission for the club to use the equipment.
- Prior to signing out the equipment, a \$20.00 cash deposit must be made and a rental agreement signed. The deposit shall be returned when the equipment is brought back in the same condition in which it was rented.
- If the popcorn machine is being rented, materials will be handed out based on the anticipated number of guests and at the discretion of VPSL. There will be a charge for materials used by the club.
- Club executives are responsible for ensuring that the popcorn machine is cleaned out before returning it to the ASA office. If this is not complied with a portion of the deposit may be withheld.
- All equipment must be returned to the ASA office at a pre-arranged time. No rental period shall exceed three days. If it is rented over the weekend, it must be returned Monday at 10:00am, or sooner if requested by the ASA.
- Student clubs that return any rental equipment past the agreed-upon time or return broken/unusable equipment will not receive their \$20.00 deposit back.
- If the equipment is lost or returned damaged or unrepairable, the club is responsible for paying the ASA up to 50% of their approved club budget for repairs or replacement.