



# Outdoor Adventure Center Equipment Room



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**UNITY COLLEGE'S  
OUTDOOR ADVENTURE CENTER  
EQUIPMENT ROOM**

Outdoor equipment rentals for students, faculty and staff. Canoes, recreation kayaks, stoves, maps, sleeping bags, backpacks and much more for your use.

**EQUIPMENT ROOM HOURS**

Monday Tuesday Thursday Friday 10:00-4:00pm

*(Contact us to schedule an appointment outside of these hours)*

**CLOSED – Saturday and Sunday**

**WILLARD CLIMBING WALL**

Monday, Tuesday and Thursday - Open Climb 7pm-9pm

Wednesday - Women's Climbing Night 7pm-9pm

Thursday - Climbing Clinic Night 7pm 8pm

All other time - Bouldering

**Equipment Room or Climbing Wall Related Questions**

Jessica Steele

*Director of the Outdoor Adventure Center*

[jsteele@unity.edu](mailto:jsteele@unity.edu)

(207) 948-3131 Ext. 293

# Borrowing Gear

- Communication

The OAC Equipment Room Work Study Staff serve as liaisons to the faculty, staff & student leaders. They are available during hours of operation to assist you with the reservation, check-out and return of gear. The director is available by appointment only.

- Listing a Trip on the Master Schedule

Let the OAC know of trip dates, trip type and trip location as soon as possible—*preferably at the beginning of the semester*. This will allow us to anticipate needs for field experiences across campus and will help to prevent double-booking gear.

- Reservation of Gear

- Submit an “Equipment Request & Use Agreement” at least **two weeks in advance**. We cannot ensure that all of your gear will be available if a request is submitted less than two weeks in advance.
- Instructors, teaching assistants and/or trip leader(s) can come down to the OAC during hours of operation to fill out the “Equipment Request & Use Agreement” or they can submit a gear list to OAC staff via e-mail.
- When you request gear, you may also request a closet to put your gear in until you are ready to take it into the field. Faculty gets priority in relation to closet space. Equipment may also be stored in the OAC office.

- Access Guidelines

- Only the OAC staff and instructor of record or the designated teaching assistant(s) are allowed access behind the counter in the equipment room during open hours (M-F 10-4)

- Gear Checkout
  - Gear will be ready three days prior to your trip. Instructors, teaching assistant(s) and/or trip leader(s) should inspect gear at this time to ensure that all items are present and in good working order. Once again, when you request gear you may request a closet to put your gear in until you are ready to take it into the field.
  
- Gear Return Procedures
  - Classes must return gear to an OAC staff member during hours of operation.
  - Gear can also be dropped off in the OAC office or closets. These items must be marked and labeled with staff/class name.
  - No student, staff, or faculty can check gear back in. We must have accountability of all gear and equipment.
  
- Condition of Returned Gear
  - Gear should be returned in clean, working order or better than when it was rented.
  - If items are lost or broken they must be replaced by student/staff/faculty funds.
  - Billing arrangements will be made if all gear is not returned, cleaned or in working order.
  - These items must be marked and labeled with issue – so that OAC staff may repair items.
  
- Dirty Laundry
  - Sleeping bags, rain coat, clothing and wet suits will be placed in the laundry bin in the equipment room upon return.

# Consumables

- White Gas
  - Individuals and classes may use white gas but we ask that it is replaced.
- Spices & Condiments
  - Condiments and spice kits may be used by classes.
- Iodine
  - Iodine for water treatment purposes may be used by classes.
- Food
  - Classes and individuals are not allowed to use the OAC food supply.
  - The OAC food supply is reserved specifically for the NOVA and the OAC programs.

# Trip Planning Paperwork

- The OAC uses a variety of forms for trip planning purposes. These can serve as a foundation for your trip but each instructor will have a preference as to which forms should be used. Each form should be tailored to the specific needs of the course and/or trip.
- Copies of the following forms are located on the Unity College web-site and a few are located at the end of this booklet.
  - Assumption of Risk
  - Liability Waiver
  - Health History Form
  - Drug and Alcohol Policy
  - Emergency Response Plan
  - Packing Lists
  - Near Miss and Incident Report
  - Trip Log

# Purchase Requests

If you will be instructing a course/running a program and do not have the necessary gear the OAC may be able to purchase it for you. We have a limited budget but with advance notice may be able to accommodate some or all of your needs. Examples of courses that have needed additional gear in the past:

Sea Kayaking  
Whitewater Canoeing  
Winter Mountaineering

Please speak with OAC Director prior to start of the semester to discuss your potential needs for a given course/program.

## Need Support from the OAC Staff?

Please fill out and return to the OAC via interoffice mail or email at [jsteele@unity.edu](mailto:jsteele@unity.edu).

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What types of activities and support services would you like to see the OAC offer?

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Submitted by: \_\_\_\_\_

Extension: \_\_\_\_\_

Email: \_\_\_\_\_

# **INVENTORY OF GEAR (Updates in 2011-12)**

## **BACKPACKS**

Backpacks (assorted sizes)

## **MAPS**

Many maps of Maine and other various New England States  
(See page...)

## **CHALLENGE COURSE**

Low and High Ropes Elements

Various balls, hoops, rope and other equipment for games and initiatives.

(Ask about OAC supporting your course with Challenge Course programs)

**CLIMBING GEAR***\*Only available for rock climbing & winter mountaineering courses. The OAC does not lend climbing gear to a general audience or to instructors of any courses other than those specifically designed to teach climbing skills.*

Forest Mountain Mountaineering Axes

Blue Water Climbing Helmets

Petzl Climbing Helmets

BD Half Dome Climbing Helmets

Sets of crampons

Climbing Shoes

Harnesses

Carabineers

Dynamic Ropes

Static Ropes

Alpine Shovels

Various Protection for both Rock and Ice

## **CLOTHING**

Rain Jackets (assorted sizes, sexes)

Rain Pants (assorted sizes, sexes)

Long Underwear Bottoms (assorted sizes, sexes)

Long Underwear tops (assorted sizes, sexes)

### **COOKING GEAR**

22ounce MSR Fuel Bottles

32ounce MSR Fuel Bottles

Dippy Cups

Pot Holders

Soft Coolers

Ice Chests (Hard)

4qt. Pot sets

Frying Pans

Fry Bakes

Can openers

Spatulas

Spoons

Ladles

MSR Whisperlite's

MSR Dragonflies

Spice Kits

LNT Kits (*consists of a trowel, toilet paper, screen, biodegradable soap, iodine, & waste disposal bags*)

### **MEDICAL/EMERGENCY**

Medical Kits

(Epi-Pens must be checked out separately)

### **NAVIGATION**

Brunton Deck Mountable Compass

Sunto A-10 Handheld Compasses

Map Cases

### **SLEEPING BAGS**

Sleeping Bags

Sleeping Pads

Stuff Sacks

## **TENTS/TARPS**

Tarps

NUK TUK's

Black Diamond Mega Mid's

Kelty Noah's Tarp 9

Eureka Mountain Pass XT

Eureka Timberline 4

Eureka Timberline 2

Eureka 2

Eureka 4

REI Mountain 2

Repair Kits

Kelty Gunnison 2

## **WINTER SPORTS**

Assorted ski poles

Cross Country skis (assorted sizes)

Ski boots (assorted sizes)

Snowshoes (assorted sizes)

Hiking boots (assorted sizes)

Toboggans

Winter Parkas

Winter Boots

## **WATER GEAR**

Wetsuits (Assorted sizes)

PFD (Assorted sizes)

Canoe Paddles (assorted sizes)

Sea Kayak Paddles (assorted sizes)

Whitewater Paddles (assorted sizes)

Canoe and Kayak Flotation (assorted)

Sea Kayaks/Touring (singles) – Classes only

Sea Kayaks/Touring (tandems) – Classes only

Recreational Kayaks

Throwbags

Neoprene Booties (various sizes)

Sprayskirts

Helmets

Canoes

Solo Whitewater Canoes

NRS Bills Bag 3.8 (Dry bag/Backpack)

Various size dry bags

# OAC GEAR CHECK OUT

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Item #	Description
_____	_____
_____	_____
_____	_____
_____	_____

Date Rented: \_\_\_\_\_ Return Date: \_\_\_\_\_  
Please return by: \_\_\_\_\_ Returned On: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

I have checked over the equipment and I agree that all parts and accessories are present. I agree to accept the equipment as is. I assume complete responsibility for all risk of physical damage or loss to the equipment from any cause including, but not limited to: fire, theft, flood or any other casualty during the term of this lease.

I, for myself and heirs, assigns, executors, and administrators, agree to indemnify and hold harmless Unity College, its officers, employees, and agents from and against any and all loss, damage, cost, expense, liability, claim and demand of any kind, including attorneys' fees, that arises out of, or results from, or is otherwise related to use, operation of, and/or storage of the equipment including but not limited to claims arising from Unity College's failure to inspect and/or maintain the equipment.

**I am aware of and familiar with the ordinary and inherently hazardous risks involved in using the equipment and I understand that I am assuming those risks in using the equipment.** I further understand that Unity College makes no warranties or representations whatsoever, either expressed or implied, that the equipment is in a safe condition for any use.

Please note that you will be charged **\$20.00**, to your Unity account if the equipment is **not returned by the fifth business day** beyond the due date. If the equipment is **not returned after 10 business days** you will be charged the **full amount**. If you wish to keep gear longer than the normal one week period, you may come in prior to the due date and ask for an extension.

I acknowledge that I am at least 18 years old, or the parent/guardian of the Equipment User, and have read, understand, and agreed to the above statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## GROUP/CLASS

# EQUIPMENT REQUEST & USE AGREEMENT

Make reservations **one week prior** of trip, your gear will be prepared **3 days**  
**before date needed**

Contact person: \_\_\_\_\_ Class: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Trip dates: \_\_\_\_\_ OAC Staff Check Gear (Circle) YES NO

Date Returning Equipment: \_\_\_\_\_ (Staff/Faculty Only)

*All students (not part of an academic course) - one week rental.*

*We can grant up to one additional week to students who ask in advance.*

**Gear requested item and quantity (use back if necessary) Check in and out OAC Staff ONLY**

OAC CHECK OUT	ITEM NUMBER	DESCRIPTION OF ITEM	NAME IF FOR PERSONAL USE	YOUR CHECK IN /OUT	NEED REPAIR	OAC CHECK IN
				/		
				/		
				/		
				/		
				/		
				/		
				/		

Date Rented: \_\_\_\_\_

Please return by: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Returned On: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

**Return gear during open hours.**

**Academic groups may return gear in OAC closets or office during off hours. Contact Public Safety to open doors. Label gear with group name and let us know of issues with gear. E-mail the OAC Director with repairs.**

I have checked over the equipment and I agree that all parts and accessories are present. I agree to accept the equipment as is. I assume complete responsibility for all risk of physical damage or loss to the equipment from any cause including, but not limited to: fire, theft, flood or any other casualty during the term of this lease.

I, for myself and heirs, assigns, executors, and administrators, agree to indemnify and hold harmless Unity College, its officers, employees, and agents from and against any and all loss, damage, cost, expense, liability, claim and demand of any kind, including attorneys' fees, that arises out of, or results from, or is otherwise related to use, operation of, and/or storage of the equipment including but not limited to claims arising from Unity College's failure to inspect and/or maintain the equipment.

**I am aware of and familiar with the ordinary and inherently hazardous risks involved in using the equipment and I understand that I am assuming those risks in using the equipment.** I further understand that Unity College makes no warranties or representations whatsoever, either expressed or implied, that the equipment is in a safe condition for any use.

Please note **TO STUDENTS** not part of an academic course, you will be **charged \$20.00**, to your Unity account if the equipment is NOT returned by the seventh day of due date. If the equipment is not returned after 14 business days you will be charged the **full amount** penalty for damaged or missing gear.

I acknowledge that I am at least 18 years old, or the parent/guardian of the Equipment User, and have read, understand, and agreed to the above statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TRIP PARTICIPATION LIABILITY WAIVER

I, the undersigned, have made arrangements with Unity College's Outdoor Adventure Center Program for participation in \_\_\_\_\_ and travel to the activity site(s) on the following dates \_\_\_\_\_. Prior to the trip, I will have become familiar with the activities to be engaged in during the program.

I understand that there are inherent risks in outdoor activities—especially during travel. I have read the “Warning of Inherent Risk” and “Acknowledgment of Risk and Assumption of Responsibility” form prepared by the OAC program. I attest and verify that I have sufficient knowledge of the risks of this event as well as the clothing and equipment requirements. I am physically fit and sufficiently trained to participate in the above mentioned activity.

I am aware that I may not be insured by the OAC program or Unity College for any accidents, medical problems or property damage that may occur. I must insure myself for medical care, emergency transportation and property damage or loss.

**AGREEMENT: I, for myself, my heirs, my family, my executors, administrators and assignees do hereby release and discharge Unity College, its employees and agents for all claims of damages, demands, actions or negligence in any manner arising or growing out of my participation in the above mentioned activity, including both travel to and from the event.**

Neither the Board of Trustees of Unity College, nor its agents or employees shall be held liable for any accident, injury (including paralysis or death), loss or damage sustained by me or my property while traveling to or from, or participating in, the OAC program.

The undersigned agrees to hold Unity College, its agents and employees, not responsible with respect thereto.

Participants under 18 years of age must have their parent's or guardian's signature.

NOTE: THIS IS INTENDED TO BE A LEGALLY BINDING CONTRACT waiving your right to sue program leaders, their supervisors and all persons indicated in the agreement above with respect to any and all claims (liabilities and so forth) based on negligence, action or inaction of the indicated parties. BY SIGNING BELOW, YOU ARE ACCEPTING THIS CONTRACTUAL AGREEMENT.

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Printed name of Student & Age	Signature of student	Date
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Signature of Parent or Guardian if student under 18	Date
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SAMPLE

# **WARNING OF INHERENT RISK ACKNOWLEDGEMENT OF RISK AND ASSUMPTION OF RESPONSIBILITY**

## WARNING of INHERENT RISK

The OAC staff are trained in challenge course, camping, hiking, backpacking, canoeing, rock climbing, kayaking, first aid and risk management. Despite the training of our staff, there are still risks. These risks are inherent in the adventure-based activities in which our students take part.

Some of the many hazards inherent in camping, hiking, backpacking, summer sports are: dehydration, heat-related illness, falls, drowning, diseases from untreated water or sanitary conditions, sunburn, bruising and blisters. A stumble, especially while carrying a heavy pack, can result in a temporarily disabling injury such as torn knee ligaments, sprained ankle, or worse.

In addition, challenge course, camping, hiking, backpacking, rock climbing, kayaking, or canoeing can involve strenuous physical exertion for long periods of time. Extended trips in remote areas have minimal facilities (such as buildings, bathrooms and running water). You can expect to be challenged in an intensive group experience in which all members need to balance their personal needs with the needs of the group. These courses do not provide the traditional amenities of modern life.

In addition to environmental risks, there are other risks which include: psychological distress (due to interacting, living and working together in close quarters under physically challenging and stressful conditions) and those based on human carelessness (tripping over a rock, spilling boiling water on a hand or foot or getting lost).

The consequences may be relatively minor (sunburn, a pulled muscle, a sprained ankle) or very serious (resulting in serious

injury, paralysis or death). *There are other risks inherent in outdoor activities which have not been specifically mentioned.*

Further, on extended trips the group may be away from phone or radio contact with Unity College or from emergency help for four to five days at a time. In the backcountry, electronic communication is unreliable and ineffective. In addition, weather may temporarily move in which will force a group to be unable to hike or participate in winter sports for a day or two. Such weather can also prevent outside rescue/emergency personnel from going into the backcountry.

### LEADER AND PARTICIPANT RESPONSIBILITIES

Our instructors will make an effort to warn and alert you to hazards and to teach you safe practices. *But you are expected to assume responsibility for yourself.* Further, if you do not understand the nature of these hazards it is your responsibility to ask your instructor/leader.

Prior to and during the trip, the leaders will present general safety rules, guidelines and procedures. You will need to pay close attention to these instructions both for your safety and the group's safety.

Although our leaders are trained, it is possible for them to overlook safety considerations. As a group member, it is your responsibility to learn about and follow safe practices and to inform instructors of potential problems, including medical problems. It is also your responsibility to inform instructors of potential problems related to others. This would include, but should not be limited to:

- Equipment that has broken or is in need of repair
- Feeling ill, unduly fatigued or unable to participate
- Having difficulty in performing a skill

- Knowing of other trip participants who are improperly prepared, not feeling well or having unusual difficulties

ACKNOWLEDGEMENT OF RISK AND ASSUMPTION OF RESPONSIBILITY

In exchange for being able to participate in this trip, I agree to the following (please initial the following elements and sign below to acknowledge):

- a) **I recognize there are inherent risks in this activity (that is, some risks are a necessary part of participation in this activity) (\_\_\_\_\_)**
- b) **I understand the nature and extent of these inherent risks (\_\_\_\_\_)**
- c) **I assume (accept) these inherent risks (\_\_\_\_\_)**
- d) **My participation is voluntary (\_\_\_\_\_)**
- e) **I agree to listen to instructors, to make reasonable efforts to learn and to follow safe practices (\_\_\_\_\_)**
- f) **I agree to work cooperatively with leaders and fellow participants (\_\_\_\_\_)**
- g) **If I do not understand directions, I will ask for clarification from the leaders. (\_\_\_\_\_)**
- h) **I will alert the instructors to any problems (medical or otherwise) I am having or to problems which I see others having (\_\_\_\_\_)**

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Signature of student

Date

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Printed name of student

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Signature of Parent or Guardian if student under 18

Date

# OAC NEAR MISS AND NO EVAC INJURY AND ILLNESS REPORT FORM

This is the OAC form to be used to document near misses and non-evacuated injuries and illnesses. Evacuations should be reported on a OAC Field Evacuation report.

OAC Trip / Date \_\_\_\_\_ Trip Leaders \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ non medical \_\_\_\_\_ medical \_\_\_\_\_

Subjective: Chief Complaint OPQRST / MOI  
 \_\_\_\_\_  
 \_\_\_\_\_

Objective: Physical findings / appearance / vital signs (if needed, attach additional documentation) \_\_\_\_\_  
 \_\_\_\_\_

Pertinent Medical History \_\_\_\_\_

Allergies/Meds \_\_\_\_\_

Assessment (problem list) Emergency Care Rendered / changes in patient's condition \_\_\_\_\_

Plan (Emergency care Rendered /changes in patient's condition)  
 \_\_\_\_\_

Incident Description (provide details: distances, times, sizes, weather conditions, trail/water conditions, sequence of events to present a clear picture of the incident)  
 \_\_\_\_\_  
 \_\_\_\_\_

### Contributing Factors

**Potentially Unsafe Conditions      Potentially Unsafe Acts      Human Factors**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Falling rock or objects | <input type="checkbox"/> inadequate protection    | <input type="checkbox"/> adhering to a schedule |
| <input type="checkbox"/> equipment/clothing      | <input type="checkbox"/> inadequate supervision   | <input type="checkbox"/> fatigue                |
| <input type="checkbox"/> animals/plants          | <input type="checkbox"/> fall / slip              | <input type="checkbox"/> miscommunication       |
| <input type="checkbox"/> terrain uneven or steep | <input type="checkbox"/> poor position            | <input type="checkbox"/> underestimated hazard  |
| <input type="checkbox"/> inadequate scouting     | <input type="checkbox"/> unauthorized procedure   | <input type="checkbox"/> group dynamics         |
| <input type="checkbox"/> weather                 | <input type="checkbox"/> inadequate instruction   | <input type="checkbox"/> new situation          |
| <input type="checkbox"/> swift / cold water      | <input type="checkbox"/> unsafe speed (fast/slow) | <input type="checkbox"/> distraction            |

Describe any significant lessons learned from this incident:  
 \_\_\_\_\_

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A near miss incident is a “close call” – a potentially dangerous situation where safety was compromised without significant injury. It is an unplanned and unforeseen event; this rules out situations such as routine top rope falls, swamping a canoe for a beginning student ( in easy rapids), or a fall on the trail with no injury. It does however include the following:

- Any leader fall, excluding anticipated or routine lead falls on sport routes
- Any situation where someone becomes lost or disoriented, either while traveling or around camp
- Any rock fall, falling object, or rolling rock event that would result in significant injury, in the event of a hit, and in which the rock or object lands within 15 feet of a person
- Any close or aggressive encounter with a bear, snake, person...etc
- An anchor or rope system that does not operate as planned, this includes improper belay technique, improper clip-ins, or incorrect harness buckles or tie ins
- An unplanned or unanticipated swim while river crossing
- Any unexpected swim of a dangerous rapid
- Any pinned boat
- Any sea kayak capsize
- Any time a sea kayak is caught in unexpected rough seas or fog
- Any swimming related rescue

A reportable injury or illness (non-evacuation) meets one or more of the following criteria: a) it required more than simple first aid; b) it needs follow-up care, or the use of prescription medications; c) it interferes with active participation in the trip for 12 hours or d) it is a non-medical incident

# FIELD EVACUATION REPORT FORM

Name of Injured Person \_\_\_\_\_ Trip Dates: \_\_\_\_\_

Trip Leader(s): \_\_\_\_\_ Date and Time of Accident: \_\_\_\_\_

**Subjective:** Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Injury Location Common Name: \_\_\_\_\_

MOI (Mechanism of Injury)

\_\_\_\_\_  
\_\_\_\_\_

Chief Complaint (OPQRST): \_\_\_\_\_

**Objective:** Vital Signs

Time	LOC	Pulse	RR	Skin	CRT	Pupils	Temp
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Signs/ Symptoms (patient exam):

\_\_\_\_\_

Allergies: \_\_\_\_\_ Medications: \_\_\_\_\_

Last Oral Intake: \_\_\_\_\_

Events (recent and relevant): \_\_\_\_\_

Assessment: (Problem List Prioritize): \_\_\_\_\_

Plan (care given – Changes in condition): \_\_\_\_\_

Evacuation Plan \_\_\_\_\_

Signature of Person Filling Out Form: \_\_\_\_\_ Date/Time: \_\_\_\_\_

LOC = alert x 4 (person place time event) Verbal, Pain, Unresponsive, PULSE = rate, strength rhythm TEMP= temperature RR = Respiratory rate, depth rhythm CRT = Capillary refill in seconds SKIN= color moisture temp Pupils = equal and light reactive OPQRST = onset, provocation, quality, region/radiation, severity, time sequence

## **OUTDOOR ADVENTURE CENTER STUDENT EVALUATION**

The following evaluation form is offered as an opportunity for you to express your perceptions and ideas concerning your OAC program/trip. Your comments help make future OAC programs/trips successful for other students. Please be as thorough and honest as possible. Feel free to comment on anything else you think is pertinent.

1. What were your expectations of the OAC experience?
  
2. How did the program/ trip compare to those expectations?
  
3. What did you like most about the OAC program/trip?  
Please explain.
  
4. What did you like least about the OAC program/trip?  
Please explain.
  
5. What were the positive qualities of your leaders?
  
6. What are some things that could make your leaders better?

7. Please rate and comment on the following aspects of the program/trip:

← 1 = Poor                      5 = Excellent →

Food                      1                      2                      3                      4                      5

Comments:

Location                1                      2                      3                      4                      5

Comments:

Activities               1                      2                      3                      4                      5

Comments:

Overall                   1                      2                      3                      4                      5

Organization & Execution of Program/ Trip

Comments:

OAC Program/Trip: \_\_\_\_\_

Your Age: \_\_\_ Gender: \_\_\_\_\_ Intended Major: \_\_\_\_\_

## LATE GEAR POLICY

Please note that you will be charged \$20.00, to your Unity account if the equipment is returned the fifth business day or more beyond the due date.

If the equipment is not returned after 10 business days you will be charged the full amount.

If you wish to keep gear longer than the normal one week period, you may come in prior to the due date to ask for an extension.

We can grant up to one additional week to students who ask in advance.

**Additionally, you may be subjected to financial penalty for damaged or missing gear.**