



Outdoor Adventure Center Equipment Room



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

The OAC Equipment Room has outdoor gear and equipment for Unity College students, faculty and staff. We have canoes, recreation kayaks, stoves, maps, sleeping bags, backpacks and much more for your adventures.

EQUIPMENT ROOM HOURS

Monday - Friday 10:00-4:00pm

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

CLOSED – Saturday and Sunday

WILLARD CLIMBING WALL

Monday - Thursday - Open Climb 7pm-9pm

All other time - Bouldering

Equipment Room or Climbing Wall Related Questions

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Director of the Outdoor Adventure Center

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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 **one week 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. For all AT/AE/ABEE courses – equipment will be checked ahead of time. 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.
 - Only OAC staff can check in gear. 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.
 - All tents must be set up and dried – poles and stakes should be accounted for.
 - 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.
 - There is no fee for any sleeping bag that is rented. Yet we must keep track of academic usage.

Consumables

- **White Gas**
 - Individuals may use white gas but we ask that it is replaced. They may not top off their personal fuel bottles.
 - **Academic classes or clubs must purchase white gas.** This can be stored in the flammable cabinet. Please make with name of class/club.

- **Spices & Condiments**
 - Condiments and spice kits may be used by Academic classes.

- **Iodine**
 - Iodine for water treatment purposes may be used by classes.

- **Water Filters**
 - Water Filters may be used by ABEE/AT and OAC programs only.

- **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.

- **LNT Kits**
 - Kits must be stocked and can be used for classes and OAC trips only.
 - Waste Kit
 - Clean Kit

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 samples are located at the end of this booklet.
 - Health History Form – must be release from Wellness Center
 - Drug and Alcohol Policy
 - Emergency Response Plan
 - Packing Lists
 - SOAP Note
 - Near Miss
 - 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.

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

Submitted by: _____

Extension: _____

Email: _____

SAMPLE OF INVENTORY (Updates in 2016-17)

BACKPACKS

Backpacks (assorted sizes)

Hiking poles

MAPS

Many maps of Maine and other various New England States

(See page...)

CHALLENGE COURSE

Low and High Challenge Course element equipment

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

(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

MSR Whisperlite's

MSR Dragonflies

MSR repair kit

Camp Chief Propane two burner stoves

22ounce MSR Fuel Bottles

32ounce MSR Fuel Bottles

Soft Coolers

Ice Chests (Hard)

Backpacking pot sets including fry pan

4qt and 6qt Pots

Frying Pans

Dutch Ovens

Reflector Ovens

French Press

Utensil Kit (*Can openers, 2-spatulas, 2-spoon, ladle, 2-dippy cups, 2- pot holders, lighters, 2-gloves*)

Backpacking Utensil Kit (*Can openers, collapsible spatulas, 2 collapsible spoon, dippy cup, pot holders, 2-bic lighters*)

Spice Kits (*Only for Academic and OAC groups*)

LNT Clean Kits (*consists of a sponge, scrubby, 2 towels, screen, biodegradable soap, iodine, garbage bags, and recycling bags*)

LNT Bathroom Kits (*consists of a trowel, toilet paper, hand sanitizer, blue privacy bags*)

MEDICAL/EMERGENCY

Medical Kits

(Epi-Pens must be checked out separately – only for OAC and Academic Classes)

NAVIGATION

Brunton Deck Mountable Compass

Sunto Handheld Compasses

Map Cases

Various maps and charts

SLEEPING BAGS

Sleeping Bags

Sleeping Pads

Stuff Sacks

TENTS/TARPS

Tarps

Tents –

- 2 or 4 person
- 3 or 4 season tents

WINTER SPORTS

Assorted ski poles

Cross Country skis (assorted sizes)

Ski boots (assorted sizes)

Snowshoes (assorted sizes)

Toboggans

WATER GEAR

Canoes

Solo Whitewater Canoes – Academic/OAC only

Recreational Kayaks

Sea Kayaks/Touring (singles and tandem) – Academic/OAC only

Canoe and Kayak Paddles

PFD s

Wetsuits and Neoprene Booties

Canoe and Kayak Flotation

White Water Helmets - Academic/OAC only

Bill Bags (backpack dry bag)

Various size dry bags

Various Sea kayaking equipment (*paddle floats, sponges, webbing, pumps, spray skirts, deck compasses, tow line*)

Throw bags

Z-drag Kit

Canoe and Kayak Repair kits

Portage pads

OAC GEAR CHECK OUT

Name: _____ Phone #: _____

Email Address: _____

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

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: _____

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.

UPDATED: 10/16