



**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
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(Continued on back)

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: _____

Returned On: _____

Staff Initials: _____

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: _____