

Department of Campus Recreation Equipment Rental Policies Statement

1. Renters must be 18 years or older.
2. Renters must present a valid Wayne State University Student, Employee, or Faculty ACCESS ID when checking out equipment.
3. Reservations are on a first come, first served basis.
4. Renters are required to provide a credit card number at the time of reservation and rental. Payment of the total rental fee is required at the time of pick-up. Rentals may be paid only with a credit card. The Department of Campus Recreation does not accept cash or check for rentals. By providing credit card information and reserving and/or taking the equipment, renters authorize the Department of Campus Recreation to charge any fees, and other amounts due from the reservation and/or rental of the equipment.
5. Renters must test all equipment before leaving to ensure everything is in working order. It is the renter's responsibility to check all equipment for damage or missing parts prior to leaving the Mort Harris Recreation and Fitness Center.
6. Renters will not incur a cancellation fee if they cancel their reservations at least 2 business days in advance of the reserved rental date. Renters will be charged half of the total cost of their rental if they cancel their reservation less than one business day of the reserved rental date. Renters will be charged for the total cost for reservations cancelled with less than a days notice or failure to pick-up reserved equipment. Cancellations must be made by telephone or in person during Mort Harris Recreation and Fitness Center business hours.
7. Refunds will be issued only to the person reserving the equipment. There are no cash refunds. All refunds will be placed on the credit card that originally reserved the equipment.
8. Reserved equipment not picked up on the reserved rental date will be checked out on a first come, first serve basis on the following day. There will be a full rental charge for reserved equipment not picked up on the reserved rental date.
9. Renters must properly clean, dry, and pack the equipment prior to its return. If returned equipment is not clean, dry, and properly packed a \$10.00 cleaning fee for a single item rental and a \$25.00 cleaning fee for multiple items will be charged to clean, dry, and pack the equipment.
10. If renters do not return the equipment during business hours on the scheduled return date or on the pre-arranged appointment date, they will be charged the daily rental fee for each item rented each day late until the equipment is returned.
11. Renters will pay to replace, at the Department of Campus Recreation Director's discretion, equipment or similar equipment at its current retail value (a) if the equipment is not returned to the Department of Campus Recreation located in the Mort Harris Recreation and Fitness Center during business hours and it is damaged, lost, or stolen; (b) the equipment is damaged, lost, or stolen while in the renter's possession.
12. The Department of Campus Recreation reserves the right to inspect the equipment up to 3 business days after its return and to charge the renter's credit card for any improper cleaning, drying, packing, or missing parts or damage found at that time. Notice of the charges will be conveyed to the renter via telephone and a receipt will be provided upon request.
13. The Department of Campus Recreation reserves the right to refuse to rent equipment to renters in the future if they abuse equipment or violate the terms of these policies.
14. The Department of Campus Recreation reserves the right to deny access to the Mort Harris Recreation and Fitness Center until the renter pays the fees and other amounts due from the reservation and/or rental of the equipment.
15. The use of recreational equipment involves risk, including the risk of injuries, illnesses, and even death. I assume these risks and release any claims that I may have against the Wayne State University Department of Recreation for any injuries or illnesses that I may suffer as a result of using the Department of Recreation's recreational equipment, including any claims that my heirs may have in the case of my death.



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_____ **Print Name**

_____ **Phone Number Home / Cell**

_____ **Address**

_____ **Student / Faculty ACCESS ID #**

_____ **City** _____ **State** _____ **Zip Code**

_____ **Email Address**

Equipment Pickup Date / Time: _____

Equipment Returned Date / Time: _____

Equipment Rented _____ **Rental Fee**

Returned (x) _____ **Condition**
(Clean/Damaged/Dirty/Late)

Total Paid: _____

Condition Fee: _____

I have read and voluntarily agree to follow the Department of Campus Recreation Equipment Rental Policies listed above.

_____ **Signature**

_____ **Date**

Equipment Checked Out by: _____ **Date:** _____

Equipment Checked In by: _____ **Date:** _____

Equipment Reservation Date: _____ **Equipment Reserved by:** _____

Credit Card #: _____ **Exp Date:** _____ **Card Type:** _____



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