

General Rental Information

- To rent equipment you must be a valid Winthrop University student, faculty, or staff.
- Must have a valid Winthrop student or faculty/staff ID to present when renting or reserving equipment.
- Patrons may rent up to two of each type of item (ex: two tents, two packs, etc.).
- Items can be rented for a maximum of two weeks.
- All equipment listed on the renters receipt is due in the same condition as issued by the specified due date.

Group Rentals (WU Clubs & Organizations)

- Group rentals are allowed and will be dealt with on an individual basis.
- Please contact us a minimum of two weeks prior to the date the equipment is needed.
- Group Rental Agreement must be completed.
- Equipment may not be available on certain weekends due to its usage in outdoor education courses.

Reservation Policies

- All reservations must be made in person by the individual renting the equipment.
- Reservations are strongly encouraged to ensure availability of equipment, but are not required.
- All reserved equipment must be picked up by the specified deadline. Equipment not picked up by the deadline will be made available for other patrons to rent.
- The individual who reserved the equipment must be the one to pick up and pay for the equipment.
- Reservations may be made up to a maximum of 14 days in advance.

Equipment Pick-up

- During equipment pick-up, the WOR staff-person will ensure that all rented items are in good working order and will provide guidance instruction on how to properly use the rented items.
- Backpacks – individual(s) will be shown how to properly wear and adjust backpacks.
- Tents – during pick-up, the WOR staff-person will demonstrate how to assemble, disassemble, and pack the rented tent and will ensure all materials are present.
- Stoves – WOR-staff will provide renter(s) with specific instruction on how to operate camping stoves and will demonstrate how to assemble and disassemble the stove.

Equipment Return

- Return equipment to the Department of Physical Education, Sport & Human Performance only during office hours. The Departmental office is located in 216 West Center.
- Please arrive a minimum of 30 minutes before closing time.
- Please allow approximately 15 minutes to check your equipment back in.
- Equipment does not need to be returned by the renter, other individuals may return the equipment.
- When equipment is returned, WOR staff will inspect equipment for assessment of any damage or required cleaning costs. When returning a tent, the renter will be expected to assemble the tent to ensure all materials are still present and in working order.

Cancellations

- Please cancel reservations 24 hours in advance in consideration of other patrons.

Rental Equipment Rates

- **Daily** (Equipment is due back by 4PM the following day. Applies to weekday rentals only Monday - Thursday)
- **Weekend** (Equipment is picked up on Friday and returned on Monday by 4PM)

Payment

- Payment for rented items is to be made at the time of equipment pick-up.
- Any assessed cleaning, replacement, damage, or late charges should be paid when equipment is returned (see below).
- Payment must be made by way of cash or checks made payable to “Winthrop University.”
- When making payment, credit/debit card information must be provided as a security deposit. If a renter fails to return any/all rented equipment or refuses to pay damage or cleaning costs, the credit/debit card will be charged.
- NO REFUNDS WILL BE ISSUED!

Late Charges

- All late equipment will be charged as follows:

Late Charges = Daily Rental Rate x Number of Days Late (Up to 30 days)

- Items not returned after 30 days - Renter is responsible for the late charge and the replacement charge.
- Late charges are due upon return of the equipment.

Cleaning Charges

- Returned items are expected to be reasonably clean and dry.
- Do not wash tents or packs!
- A cleaning charge of \$5, \$10, or \$15 per item will be assessed for equipment requiring cleaning. For Example: a \$5 charge may be the cleaning of a stove or drying of a tent, a \$10 charge may be spot cleaning a tent, and a \$15 charge may be a tent/backpack that is excessively soiled and requires significant cleaning.
- Winthrop Outdoor Rentals staff will assess cleanliness of returned equipment and if necessary, will determine the amount of the cleaning charge.

Replacement/Damaged Charges

- Renters are responsible for the full replacement cost of all equipment not returned, damaged, lost, or stolen.