

# Winthrop Outdoor Rentals

## Outdoor Adventure Equipment Rental Agreement

Due Date: \_\_\_\_\_

216C West Center, Winthrop University, Rock Hill, SC 29733  
803/323-2573 (phone) – 803/323-2124 (fax) – [OEC@winthrop.edu](mailto:OEC@winthrop.edu)

### Please Print:

Name: \_\_\_\_\_ Group: \_\_\_\_\_

Student (or) Faculty/Staff ID#: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Winthrop Outdoor Rentals STAFF:

Date Out: \_\_\_\_\_ Return Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Equipment Reservation Date: \_\_\_\_\_

### Equipment Rental Total:

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

Amount Charged: \_\_\_\_\_

Transaction #: \_\_\_\_\_

Employee Initials: \_\_\_\_\_

### Additional Totals:

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

Amount Charged: \_\_\_\_\_

Transaction #: \_\_\_\_\_

Employee Initials: \_\_\_\_\_

I assume full responsibility for equipment rented from Winthrop University's Outdoor Rental program. I have checked the equipment and found it to be in good and usable condition and agree with the listed inventory numbers. I agree to pay for damages to equipment and accessories in excess of normal use as assessed by Winthrop Outdoor Rental staff. I assume total liability for all loss or theft of property. All late equipment will be charged as follows: *Late Charges = Daily Rental Rate x Number of Days Late* (up to a maximum of 30). Once you inform Winthrop Outdoor Rentals of lost equipment in writing, you will be billed for all days late as of the day of notification and full replacement cost of the item(s). Furthermore, the renter agrees to pay any and all damages including the insurance deductible for any physical damages that may be incurred.

I understand there are risks involved in the activities for which this equipment is intended and that injuries may occur. I agree to hold Winthrop University and its officers, employees, and agents harmless from any and all liability for damage or injury to myself or to any person or property resulting from use of the equipment.

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

Signature of witness: \_\_\_\_\_ Date: \_\_\_\_\_

# Winthrop Outdoor Rentals

## Outdoor Adventure Equipment Rental and Return Information

**Rental Hours: By appointment – during regular departmental office hours (9:00AM – 4:00PM)**

**216C West Center, Winthrop University, Rock Hill, SC 29733**

**803/323-2573 (phone) – 803/323-2124 (fax) – [OEC@winthrop.edu](mailto:OEC@winthrop.edu)**

### Rental Information: Please Read!

**Equipment Returns:**

1. All equipment must be returned on the return date. A charge will be assessed each day that the equipment is late.
2. All late equipment will be charged as follows: Late Charges = Daily Rental Rate x Number of Days Late (up to a maximum of 30).  
Once you inform Winthrop Outdoor Rentals of lost equipment in writing, you will be billed for all days late as of the day of notification and full replacement cost of the item(s).
3. If equipment is damaged or lost you will be contacted by Winthrop Outdoor Adventure Rentals for replacement costs. Costs are based on current retail value of item or replacement part.
4. If equipment is returned dirty and needs to be cleaned, a \$5.00, \$10.00 or \$15.00 cleaning charge will be assessed for each item.
5. When returning tents, the renter will be expected to assemble for purposes of ensuring all tent materials are present.

**Equipment Care:**

1. Please read and follow any written or verbal instructions for set up and use of equipment. If you do not know how to use a piece of equipment please ask the Winthrop Outdoor Rental staff for assistance.
2. If camping with a group, do not mix up equipment stuff sacks or pieces of equipment. Keep all components of the equipment together...especially tent poles, accessories, and stuff sacks! Secure your stuff sacks inside your tent or they can blow away.
3. Please return equipment as clean as possible. Rinse out coolers, dry tents, wash cook-sets, etc.
4. **Do not wash or dry tents or backpacks in a washer or dryer. It will damage the equipment.**

**Equipment Damage:**

1. You are responsible for all equipment. If equipment is damaged or broken you will be charged for the repair or replacement of the item. It is recommended that you examine all equipment prior to using it. It is recommended that you set up tents and try out equipment before each outing.
2. Normal wear and tear of equipment will be assessed by the Winthrop Outdoor Adventure Rentals staff.

Qty	Name of Item	INVENTORY #	Weekend Rate (Friday – Monday)	Daily Rental Rate x # of days (Example \$2.00 x 3 days= \$6.00)	Subtotal:	Returned (Staff Initial)	Date Returned	-Cleaning fee -Late fee -Damaged fee -Replacement fee	Additional Charge:
<b>EQUIPMENT RENTAL TOTAL:</b>					<b>\$</b>	<b>ADDITIONAL TOTALS:</b>			<b>\$</b>

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

Credit/Debit Card info: Visa – MasterCard - American Express - Discover Card #: \_\_\_\_\_  
(Security Deposit - See WOR policies for explanation of security deposit purpose)