

# WHOA!

**Winthrop Headquarters  
for Outdoor Adventure**

**RENTAL POLICIES**

Department of Physical Education, Sport & Human Performance  
216 Lois Rhame West Health, Physical Education & Wellness Center

WHOA Ph.#: 803/323-2573

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## **Mission Statement**

“The mission of *Winthrop Headquarters for Outdoor Adventure* is to promote the health and wellness of the campus community and to encourage a respect for and appreciation of natural environments by providing the students, faculty and staff of Winthrop University with opportunities, resources, and instruction necessary to engage the outdoors in a meaningful and responsible manner.”

### **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 may be rented for a maximum of two weeks if deemed permissible.
- 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 WHOA 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 WHOA staff-person will ensure that the rented item(s) are in good working order and will provide guidance instruction on how to properly use the rented item(s).
- Backpacks – individual(s) will be shown how to properly wear and adjust backpacks.
- Tents – during pick-up, the WHOA staff-person will demonstrate how to assemble, disassemble, and pack the rented tent and will ensure all materials are present.
- Stoves – WHOA-staff will provide renter(s) with specific instruction on how to operate camping stoves and will demonstrate how to assemble and disassemble the stove.

## **Boats (Kayaks)**

- Please reserve boats a minimum of 24 hours in advance, and pick up/return all boats by 4:00PM (Spring, Summer, Fall) in consideration of other patrons. Boats take longer to prepare and load, so reserving them in advance and picking them up/returning them by 4:00PM helps the WHOA staff and speeds up the rental process for yourself and others trying to rent equipment. During the schoolyear, boats will be available for pick-up on Friday afternoons or by appointment. Boat rental/pick-up during summer months is by appointment only.
- The renter is solely responsible for the loading/unloading of canoe(s) and kayak(s) onto or in their vehicle or trailer. WHOA will provide an information sheet with proper instructions for strapping a kayak to your vehicle. A car rack kit is provided as part of the rental agreement. A second person may be needed to load the kayaks. Liability requirements dictate that the client(s) must be responsible for the loading of the kayak on to the vehicle.
- Each kayak rental will include a lifejacket, emergency whistle, helmet, paddle, bilge pump for group rentals, and a portable car rack kit.

## **Equipment Return**

- Return equipment to the WHOA during posted hours of operation or designated return times. **DO NOT RETURN EQUIPMENT AT THE WEST CENTER FRONT DESK.** The PESH 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. Individual(s) returning the equipment are responsible for paying any late or additional fees.
- When equipment is returned, WHOA 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. Equipment is due back by 12PM on Fridays.)
- ***Weekend*** (Equipment is picked up on Friday afternoon and returned on Monday by 12PM)

## **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 a check 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 in washing machines! Cleaning and care guidelines will be provided by WHOA staff.
- 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.
- WHOA 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.

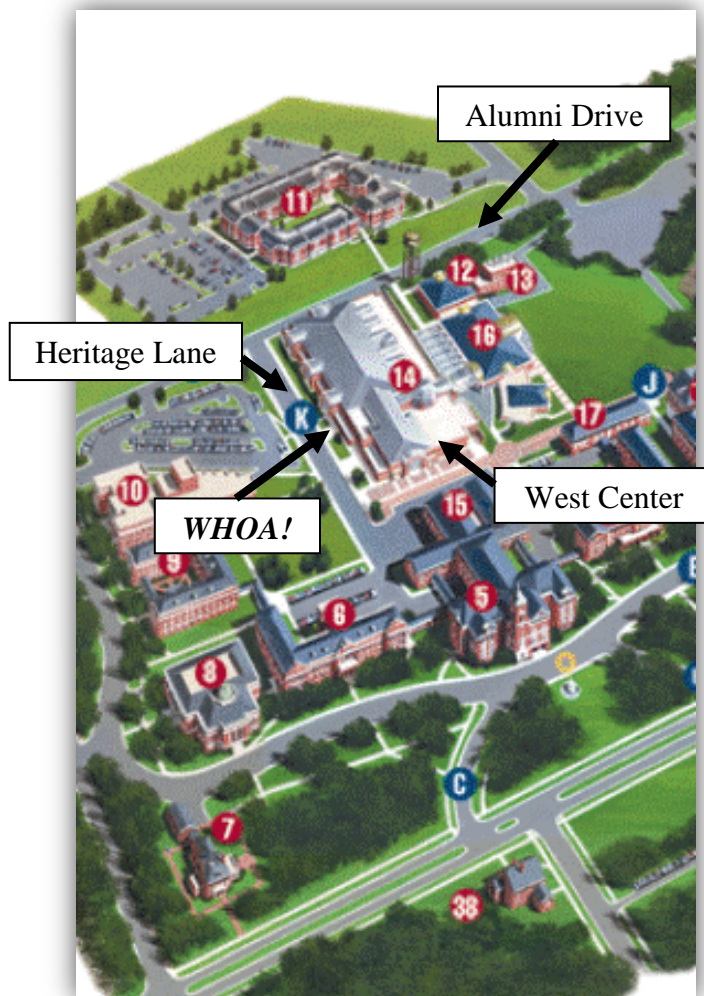
## **WHOA CONTACT INFORMATION:**

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## Where is *WHOA* ?



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