MSU Outdoor Equipment Rental Form

Name: ____________________________  Phone: ______________

Address: ___________________________________________________________

Email Address: ________________________________

MSU Tech ID#_________________________  Student  Faculty  Staff (circle one)

Drivers License Number:_________________________  State: ___ Expiration Date:_________

MSU Outdoor Rental Hours: Fall & Spring Semesters Monday-Friday 9am-4pm, weekends by appointment only!

Requested: Pick up Date: ___________  Return Date: ______________

Staff Renting Gear: ________________

Equipment Requested:

<table>
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<tr>
<th>Description</th>
<th>Inventory #</th>
<th>Price/Rental Period</th>
<th>Deposit</th>
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EQUIPMENT CHECK OUT:

Every effort is made to provide safe & well maintained equipment. As the renter you are responsible for making sure the equipment is what you need and that you know how to properly use it. Campus Rec. cannot be responsible for your knowledge of the equipment or how you will use it when you leave. If you have question, please ask them before you leave.

RESERVATION POLICIES:

Equipment is not considered “reserved” until full payment is received. Campus Rec. reserves the right to rent equipment on a first come first serve basis. Generally most equipment is available in sufficient quantities but it cannot be guaranteed.
Equipment is rented on a daily (up to 24 hours), weekend (48-72 hours) and weekly (7 days) timeframe. The minimum rental period is daily (24 hours). If a longer rental is required it will be at the block rate plus the number of days beyond that block rate.

**PAYMENT INFORMATION:**
At this time all transactions require the use of a rental invoice and go through the MSU Cashiers office.

**DEPOSITS:**
Deposits are required for all items. The return of your deposit is at the sole discretion of the office of campus recreation at the time the equipment is returned. If equipment is broken or damaged due to improper use or carelessness the deposit will be withheld. **Dirty or wet gear is subject to a $35 charge.** Deposits in the form of cash, check or credit card are accepted.

If the cost of repair or replacement exceeds the amount of deposit held, additional charges will be the responsibility of the renter. These additional charges will be made with cash, check, credit card, university account or be turned over to a collection agency if necessary. Outdoor Endeavors can provide a list of repair & replacement costs at the request of the renter.

**DEPOSIT TOTAL (including all equipment):**
_______________________________________

**DEPOSIT TYPE (circle one):** CASH CHECK CREDIT CARD

Card Type: Visa MasterCard Discover Card (Circle One)

Card Number: ________ - ________ - ________ - ________ Exp. Date: _____ - _____

Name on Card: _____________________________________________

Billing Address: ____________________________________________

**CANCELLATION POLICIES:**

**General Equipment:** Any cancelled equipment (>24 hours) will be eligible to receive a **100% refund.** Equipment cancelled on the day of, or less than 24 hours from pick up will result in a 25% loss of all fees paid.

Refunds are issued through the MSU Cashiers office and require submission of a refund request form. MSU can not issue a refund on the spot. Refund checks are issued through the State of Minnesota and sent by mail. This process may take up to and take up to three weeks.
CANOE RENTAL AGREEMENT:
I fully understand that there are certain dangers involved in the use of a canoe that are beyond the control of Minnesota State University Mankato and its employees, which may result in accident, injury, death or property damage either to myself or other persons. Such dangers include, but are not limited to, the possibility of capsizing which could result in drowning, the possibility of striking rocks or other objects which may damage or rupture the boat and the possibility of being exposed to the hazards of water level or weather changes (including rain, lightening, fog, high winds and rough water) which may cause hypothermia.

CAR-TOPPING DISCLAIMER AND AGREEMENT:
- I understand that it is my responsibility to ensure the safe and proper loading of my rental canoe on my vehicle.
- I acknowledge that improper loading and attachment of my rental canoe may result in damage to my vehicle, vehicles around me, and the rental items themselves.
- I release Minnesota State University Mankato staff from all liability for any assistance provided in loading or securing rental equipment.

HOLD HARMLESS:
I agree to assume sole liability for any injuries or damages received while using Minnesota State University Mankato Office of Campus Recreation equipment. I agree to release, indemnify and hold harmless the State of Minnesota, Minnesota State University Mankato, Office of Campus Recreation, and its officers, agents or employees from any and all liability or costs associated with or arising from renting MSU Office of Campus Recreation equipment.

SIGNATURE: __________________________ DATE: ________________
(RENTER)

Staff Checking In Gear: ____________ Date/Time of Return: __________

Returned on Time (circle one): YES NO

Clean & Dry (circle one): YES NO

DAMAGE NOTED: DAMAGE FEES (be specific):

DEPOSIT RETURNED (circle one): YES NO ADDITIONAL CHARGES:

SIGNATURE: __________________________ DATE: ________________
Minnesota State University, Mankato
OFFICE OF CAMPUS RECREATION

ASSUMPTION OF RISK AND RELEASE

I, ____________________________, of Minnesota State University, Mankato, City of Mankato, State of Minnesota, do affirm my desire to participate in Outdoor Recreation, sponsored by the Office of Campus Recreation of Minnesota State University, Mankato.

Realizing that there is a risk inherent in this Activity and, in consideration of my being allowed to participate in this Activity; I personally assume all risks in connection with said Activity. Such Risks may include, but are not limited to, sprains, torn muscles, broken bones, fractures, concussions, stitches, loss of sight and including the possibility of death. I also recognize that there are many other risks of injury, including serious disabling injuries, that may arise due to my participation in this Activity and that it is not possible to specifically list each and every individual injury risk. However, knowing the material risks and appreciation, knowing and reasonably anticipating that other injuries and even death are a possibility, I hereby expressly assume all of the delineated risks of injury, all other possible risk of injury and even risk of death, which could occur by reason of my participation.

I further agree to release and hold harmless the State of Minnesota, the Board of Trustees of the Minnesota State Colleges and Universities, Minnesota State University, Mankato, their officers, agents, and employees from any and all claims and liabilities of any type whatsoever and for damages to, loss or destruction of any property or injury, sickness or death which may now or hereinafter arise out of, result from or in any way be connected with my participation in said Activity.

I understand that neither the State of Minnesota nor any of its agencies, including Minnesota State University, Mankato, provides health insurance and it is my responsibility to obtain such insurance.

I have been advised that any questions should be directed to the Office of Campus Recreation administration prior to signing this document, and if I had questions, I have asked those questions and they have been answered to my complete satisfaction.

I agree to comply with all the rules and regulations and event instruction of the Minnesota State University, Mankato, Office of Campus Recreation. I give permission for the free use of my name and picture in any media account or promotion of sport clubs, leagues, or other intramural activities.

I further state that I am of lawful age and legally competent to sign this assumption of risk and release; that I have signed this document as my own free act.

I understand that a medical examination to assure myself of physical fitness is desirable, that obtaining such an examination is my own responsibility, and assume my own responsibility of physical fitness and capacity to participate in such Activity and I declare that I am physically fit.

I subjectively understand the risks of my participation in this Activity, and knowing and appreciating these risks I voluntarily choose to participate, assuming all risks of injury or even death due to my participation.

In Witness Whereof, I have executed this affirmation and release at Mankato, Minnesota on __________.

_________________________  _______________________
Signature of Participant     MSU Tech ID Number
Outdoor Recreation General Information
(PLEASE PRINT)

Name ____________________          MSU Tech ID # ____________________________
Birth date ________________          Age ________________________________
E-mail Address __________________________ Phone # _________________________
Emergency Contact __________________________ Phone # _______________________
                                        Name                       Relationship
Minnesota State University, Mankato  
Office of Campus Recreation  
Outdoor Equipment Rental  
Invoice Form

Name:_______________________  Tech ID #:____________Date:__________

Phone #:______________________ Email address:______________________

COST CENTER: 331400  OBJECT CODE: 9391

Canoe Rental:  ___canoes  x ___days  x $_____ rate =  $_______
Tent Rental:  ___tents  x ___days  x $_____ rate =  $_______
Sleeping Bag Rental: ___bags  x ___days  x $_____ rate =  $_______

Grand Total  $_______

Please complete this form (top & bottom) and pay the appropriate fee to the cashier in the Wigley Administration Building-WA128. Bring back the bottom half receipted by the cashier to the Campus Recreation Office-Myers Field House 118 for proof of payment of your rental.