



**OUTDOOR EQUIPMENT RENTAL FORM
DEPARTMENT OF CAMPUS RECREATION
BAYLOR UNIVERSITY**

User's Rental Agreement: I assume full responsibility for the Department of Campus Recreation's outdoor equipment noted rented and the accessories to rented equipment. I agree to pay for damages incurred to rented equipment and accessories excessive of normal use and depreciation, as assessed by the OA staff. I also assume total liability for all damages incurred through the use or misuse of the equipment and accessories listed in this contract.

I understand that I am responsible for returning this equipment and accessories on the date indicated below. I also understand that there will be a late fee charged at the reserved item rate per day, per item until returned, including "free" rental equipment. Sit-on-top Kayak's including accessories require a \$100 deposit to cover possible damages to equipment. Equipment must be returned clean, dry and in good order or a fee will assessed for each item. Damaged or lost equipment will be assessed at the current retail prices for repair or replacement (Retail and replacement costs available). Charges made on lost or damaged equipment are not contestable. All late, lost or damaged fees may be charged to my university account.

I agree to assume all risks and responsibility for any and all claims for damages and for injuries suffered while using this equipment, and to hold the Department of Campus Recreation, the Staff, and Baylor University or the State of Texas harmless and not responsible for injury or accident incurred while using this equipment.

REFUND POLICY: The user must pay the total balance of the equipment rental upon reservation. The user must cancel equipment reservation at least 48 hours prior to checkout time or no rental fees paid will be refunded. No credit or refund will be issued for items rented but not used or for early return.

Signature _____ Date _____

Name _____ E-Mail _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

BU ID# _____ Drivers License # _____

in Party _____ Destination _____ Gender _____ M _____ F _____

Circle One: Student - Faculty - Staff

_____ Current BU ID checked

Date Out _____/_____/_____ Time _____ a.m./p.m. Staff Initials _____

Date Due _____/_____/_____ Time _____ a.m./p.m. Staff Initials _____

Date In _____/_____/_____ Time _____ a.m./p.m. Staff Initials _____

Payment Charge Rate _____ DAYS Total Charged _____ Deposit Amount _____

Circle One Cash Check Bear Bucks

CHECK OUT FORM

| EQUIPMENT | ITEM # | QTY | X | RATE | TOTAL | Condition Out | Condition In |
|----------------------------|--------|-----|----------|------|-------|--|------------------------------|
| E Frame Backpack | | | X | | | Waist Belt in tact All buckles work No Rips Clean | |
| I Frame Backpack | | | X | | | Waist Belt in tact All buckles work No Rips Clean | |
| Sleeping Bag | | | X | | | Dry Unspoiled Clean | Dry Unspoiled Unpacked |
| Sleeping Pad | | | X | | | | |
| BP Tent | | | | | | See below | See below |
| Cook Set | | | X | | | | |
| Stove w/Fuel Bottle | | | X | | | | |
| Fuel | | | X | | | | |
| Climbing Shoes | | | X | | | | |
| Climbing Helmet | | | X | | | | |
| Kayak plus paddle | | | X | | | | |
| Kayak Helmet | | | X | | | | |
| PFD | | | X | | | | |
| Dry Bag | | | X | | | | |

Tent Procedures

Check-Out Procedures

Checklist:

_____ Tent Body
 _____ Rain Fly
 _____ Ground Tarp
 _____ Poles # _____
 _____ Stakes # _____
 _____ Tent Bag
 _____ All #'s correspond (tent, fly
 and bag)

Staff Initials _____ Customer Initials _____

Check-In Procedures

Checklist: Clean Damaged

_____ Tent Body _____
 _____ Rain Fly _____
 _____ Ground Tarp _____
 _____ Poles _____
 _____ Stakes _____
 _____ Tent Bag _____
 _____ All #'s correspond (tent, fly
 and bag)

_____ Damage Fees _____

Staff Initials _____ Customer Initials _____