

EQUIPMENT RENTAL TERMS AND CONDITIONS

The Scarborough Campus Students' Union (SCSU) offers usage of our equipment/machines based on availability, to all recognized SCSU Clubs and DSAs throughout the year for events, room and table bookings.

ELIGIBILITY

Only recognized SCSU Clubs and DSAs in good standing are able to use this service. All must submit a refundable deposit at the time of sign-out along with a valid T-card.

Departments can also fill this form out however they must request directly from the IC.

BOOKING AVAILABILITY

Each equipment can be booked only by one (1) student group per day between office hours from Monday to Friday. The rental equipment may NOT be kept overnight, over the weekend, or on days where the office is closed. The rental equipment **must be used ONLY in the student centre with a valid booking placed and confirmed.** **The Popcorn Machine can only be used within a **10 metre radius of the Student Center and OUTDOORS ONLY.** Inside usage will cause smoke detectors to be set off. Internal Bookings (**STUDENT CENTRE**) must be placed **one (1) week in advance.** External Bookings must be placed two **(2) weeks in advance as well as have an SCSU representative tending to the machine.**

SET UP

An executive member of the student group must pick up the rental equipment from the SCSU office and check for all accessories to operate the equipment. A staff member will assist the student group in setting up and will demonstrate usage of the equipment.

STUDENT GROUP RESPONSIBILITIES

The Club/DSA is responsible for returning the equipment in the same condition in which it was received and before office closure. Students must be respectful of the equipment and treat it with care. **If the equipment is damaged or not returned on time, the deposit will not be returned and your student group will be blacklisted from equipment rental services.** The Club/DSA will be responsible for the replacement cost of the equipment.

BOOKING PROCEDURE

If you wish to book any equipment, please have this form completed and submitted to the SCSU office. Please note that deposits must be in cash ONLY, we do not take electronic deposits. Please provide your T-Card as well. Cash deposit and T-card will be returned upon returning the equipment.

AFTER HOURS PROCEDURE:

If you require usage of the equipment after office hours, the equipment must be accompanied by an SCSU representative so that they oversee the usage and care of the equipment. If there are no SCSU representatives available, the request will be null and void. Please plan accordingly with your event to ensure they are within our guidelines of usage.



Club/DSA Information

SCSU ID (Leave Blank if Department): _____

Official Group Name: _____

Official Club Email Address: _____

Executive Information

Full Name: _____

Phone Number: _____

Email Address: _____

Equipment Requested and Deposit Amount Information:

- Mobile TV Stand (+ Remote & HDMI Cable) - \$100.00 Cash Deposit
- Wired Microphone Set - \$100.00 Cash Deposit
- Mobile Bluetooth Speaker **(UNAVAILABLE)** - \$100.00 Cash Deposit
- Auxiliary Wire (for Audio) - \$20.00 Cash Deposit
- Microphone Stands **(UNAVAILABLE)** - \$50.00 Cash Deposit
- Water Jugs - \$20.00 Cash Deposit
- Popcorn Machine - \$100.00 Cash Deposit **AND** a \$15.00 non-refundable service charge.
- Cotton Candy Machine - \$100.00 Cash Deposit **AND** a \$15.00 non-refundable service charge.

FOR OFFICE USE ONLY:

SCSU Staff Signature: _____ Date Signed: _____



Purchasable Add-Ons (Will be provided with the pick-up of the equipment):

- 4 Popcorn Bags (1 oz) & 1 Kernel Bag - **\$2.00 (tax included)**
- Blue Raspberry Cotton Candy (1 Cup) & 20 Cones - **\$5.00 (tax included)**
- Pink Vanilla Cotton Candy (1 Cup) & 20 Cones - **\$5.00 (tax included)**