**Equipment Rental Agreement – Minnesota Swimming, Inc.**

**Eisenhower Community Center**

**1001 Highway # 7, Suite #250**

**Hopkins, MN 55305**

 **Revised: June, 2017**

Minnesota Swimming, Inc. (MSI) equipment is available for rent by MSI member clubs only. All equipment is stored and maintained at the Bush Center on the campus of Hamline University.

Prior to completing this form, confer with your Meet Referee on what equipment to order. Rental requests shall be submitted via e-mail to Ryan Hawke at ahawke01@hamline.edu **and** Sheryl McGuire at smcguire@mnswim.org .

**In order to complete the form, save a copy to your desktop or appropriate folder, then fill it out, resave and email.**

If unable to do this, fill out the document online, print it and then scan it to email. Requests should be submitted as early as possible. If your request is not acknowledged, then equipment may not be available. Make sure that you receive an acknowledgement.

**TERMS AND CONDITIONS**

**By submitting this request, I agree to the following:**

* **I am authorized to make this request on behalf of an MSI member club.**
* **I/my club agree to pay the fees listed for the equipment provided.**
* **I/my club agree that these fees will be included on my ACH invoice the following month this request is received. If I am not on ACH a check will be sent for the fees within 30 days.**
* **I/my club agree to these additional requirements:**
* Touch pads must be transported in an enclosed trailer or an enclosed panel truck. This trailer/truck needs to

be at least 5’ x 8’ due to the size of the pad caddy.

* Touch pads must be kept on the caddies at all times when not in the water.
* Equipment must be properly secured while in transit.
* Equipment must be locked up overnight for outdoor meets.
* Equipment must be returned in the same condition in which it is dispensed.
* **I/my club agree to pick up the equipment on the date and time agreed to by the MSI Equipment Chair.**
* **I/my club agree to return the equipment on the date and time agreed to by the MSI Equipment Chair.**
* **I/my club agree to pay a late charge of $25 per day if all equipment is not returned by the date agreed.**
* **I/my club agree to immediately report any equipment problems or damages to the MSI Equipment Chair.**
* **An extra toner cartridge will be sent along with the printer rental. I/my club agree that failure to return the toner cartridge either unopened or the used toner cartridge in the new toner box will result in a charge of $90** (the average cost of the toner at Staples, Office Max, etc.)

|  |  |
| --- | --- |
| **Club:** | **Meet Date(s)** |
| **Contact:** | **E-Mail:** |
| **Cell Phone:** | **Other Phone:** |
| **Pick-Up Date/Time:** | **Return Date/Time:** |

This is now a two page form – please make sure you have saved both pages.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment Options** | **Qty Wanted** |  | **Cost per Day** |  | **Total Cost per Day** | **EQ. ID (Staff)** | **Qty Rec’d** | **Qty Ret’d** |
| **Touchpad Set** (10 pads per set) |  | **X** | **$30.00** | **₌** | **$** |   |  |  |
|  Gutter Velcro (for hanging pads on gutter) |  |   |  |  |
| **Button Set** (10 buttons per Set) |  | **X** | **$30.00** | **₌** | **$** |   |  |  |
| **Starter Unit** (includes microphone, starter cable & tripod mount) |  | **X** | **$10.00** | **₌** | **$** |  |  |  |
|  Microphone |  |  |  |  |
|  Starter Cable |  |  |  |  |
|  Tripod Mount |  |  |  |  |
|  Additional Microphone |  |  |  |  |
|  Additional Strobe |  |  |  |  |
|  Additional Speaker |  |  |  |  |
| **System 5/6** |  | **X** | **$10.00** | **₌** | **$** |   |  |  |
| **Prime/A Cable** |  | **X** | **$20.00** | **₌** |   |   |  |  |
|  B/C Cable (2nd & 3rd backup buttons) |  | **$** |   |  |  |
|  50m Y Ext. Cable (Turn End Prime A/B/C) |  |   |   |  |  |
| **Scoreboard** |  | **X** | **$30.00** | **₌** |   |   |  |  |
|  Cable |  | **$** |   |  |  |
| **Printer** (Limit One) |  | **X** | **$20.00** | **₌** |  **$**  |   |  |  |
|  New Ink Cartridge sent |  |   |  |  |
|  New Ink Cartridge Returned |  |   |  |  |
|  Used Ink Cartridge Returned |  |  |  |  |
| **Daily Subtotal**  | **₌** | **$** |  |  |  |

**# Of Meet Days = \_\_\_\_\_\_\_ X $\_\_\_\_\_\_\_\_\_\_\_\_**(subtotal amount) = **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Due MSI**

**Equipment Pick-Up**

**Club Contact: I acknowledge that I have received the equipment listed above on the date specified.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Signature Date

**Equipment Staff: I acknowledge that I have given the above listed equipment to the Host Club’s Contact.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Signature Date

**Equipment Return**

**Club Contact: I acknowledge that I have returned the equipment listed above on the date specified.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Signature Date

**Equipment Staff: I acknowledge that the above listed equipment was returned by the Host Club’s Contact.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Signature Date