



**The Residents' Action Council at Ohio University**  
361 Baker University Center | 1 Park Place | Box 105 | Athens, Ohio 45701  
740.597.7971 | [trac@ohio.edu](mailto:trac@ohio.edu) | [www.ohio.edu/trac](http://www.ohio.edu/trac)

## **Equipment Rental Rules & Guidelines**

2010-2011 Academic School Year

By starting the process of equipment rental I am stating that I am aware that the proceeding rules and regulations are to be followed and I will be held responsible for damages and or late returns.

1. Damaged equipment will be reviewed and can be charged to the renter's organization. The executive board will be the individuals who review and estimate damage costs. Appeals will not be accepted.
2. The executive board will hold two hours per day when the office will be open for dropping off equipment and picking it up. You must return equipment the next day during the FIRST HOUR of the hours held. Pickup should be done during the second hour of the hours held. TRAC will not be flexible with pickup and returned equipment. If you cannot pick up the equipment during office hours then do not rent it. A twenty-five dollar late fee will apply if equipment is not returned on time.
3. Hall councils or hall staffs can only have 3 late or damaged occurrences during an academic year. Once 3 late or damaged events happens the hall council or hall staff will no longer be allowed to rent equipment for the academic year.
4. Any equipment that is rented is to be cleaned **before** return. Failure to do so will result in a cleaning fee of twenty-five dollars. Cleaning procedures are available on the tRAC website.
5. We will be doing equipment rentals during the weekend. Equipment rented for Friday will have to be returned during the first hour of office hours on Saturday. Equipment for Saturday and Sunday should be picked up Saturday during the second hour of office hours.
6. A fee will be charged to renters who are not part of a residence hall. The list of fees can be found on the tRAC website.



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7. Be aware that tRAC is not responsible for transportation of equipment. Realize what you are picking up before you come to the office. If you borrow our wagon for transportation it must be returned immediately. We have a lot of equipment and cannot let one person keep our wagon. Do not show up right before the closing of office hours and expect to use the wagon. We will not keep the office open while we wait for you to return the wagon. If the wagon is not returned before closing of the office then a late fee will be charged to the renter.
  
8. Please be aware that if the person picking up the equipment is not the same as the person who requested it, an email needs to be sent to the VP for Student Services with the name of the person picking up the equipment. If no email is sent then that person will not be allowed to take the equipment.

Questions about rules and guidelines should be sent to the Vice President of Student Services at [vpervices@ohiotrac.com](mailto:vpervices@ohiotrac.com)

Understand that late, damaged, and unclean equipment can affect other individuals. Please be considerate of other people who will be using the equipment after you.