Campus Equipment Rental Agreement

Contact Information
UNK ID# _______________  •  Student  •  Faculty/Staff
Name: ____________________________  Would you like to be updated via email about
Email: ____________________________  Campus Recreation trips and events?

•  Yes  •  No

Rental Agreement and Release of Liability
User's Rental Agreement: I fully understand that there are inherent dangers in renting
and using the rental equipment, including the possibility of damage to the rental
equipment, and accident or injury that could result to me or other people. I assume full
responsibility for the UNK Campus Rec outdoor equipment and accessories that I rent.
I agree to pay for any and all damages incurred to the equipment and accessories I rent
where excessive wear (other than wear occurring during normal use) or damage is
present, as assessed by the Campus Rec staff upon return. I also assume total liability
for any and all damage to property and people, including myself, incurred through the
use or misuse of the equipment and accessories I rent.

I understand that I am responsible for returning the equipment and accessories on the
date and time indicated below. Equipment must be returned during normal business
hours of Campus Rec. I also understand that a late fee will be charged at the item’s
daily rate for each additional day until the item is returned, and late fees may be
assessed on rental equipment rented at no initial charge. Equipment must be returned
clean, dry and in good order or a service charge will be assessed for each item.
Damaged or lost equipment and accessories will be assessed at the University cost of
repair or replacement. All fees for late, lost or damaged rental equipment and
accessories, as assessed during the equipment return inspection, are not contestable and
will be my sole and personal responsibility. I understand that a flag will be placed on
my student account if these related fees are not paid or equipment not returned. This
will also restrict my use of future rentals and use of all Campus Rec facilities.

I agree to assume all risks and responsibilities for any and all claims for damages and
for injuries suffered by me or any other person or any property while using the rental
equipment, and to release, discharge and hold harmless the Board of Regents of the
University of Nebraska for and on behalf of the University of Nebraska at Kearney and
all employees, students, agents, and successors for injury or accident incurred while
using the rental equipment.

Refund Policy: The user must pay the total balance of the equipment rental upon
reservation/checkout. No credit or refund will be issued for items rented but not used
or for an early return.

Return Statement: Equipment inspection for cleanliness/damages by Campus Rec
staff will be completed within the following business day. If equipment is found to
need cleaning or repair, a fee may still be assessed at that time at a rate of $5/half hour
of work needed to repair the rental equipment or the replacement value of the item as
discussed above. I understand I will be notified via campus email if a cleaning, repair
or replacement charge is assessed.

Helmet Recommendation:
It is recommended that users of action sport activities and rental equipment
use a helmet.

Helmet Refusal Waiver:
I understand that helmets are available
with bike rentals for a cost of $5 per
semester and it is recommended to
wear a helmet for my protection.

By signing below, I am declining the
rental and use of a University helmet:

Name: __________________
Signature: ________________
Date: ____________________

Equipment Requested:
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Inventory #</th>
<th>Rental Length</th>
<th>Notes (include replacement cost)</th>
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Total Amount Due: Date/Time Equipment Out:  Date/Time Equipment In:
Staff Initials Out:  Staff Initials In:
**Bike Safety Inspection**  
(Before and After Rental)

<table>
<thead>
<tr>
<th>Equipment Out</th>
<th>Equipment Return</th>
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<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
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<td>No</td>
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1. **Stem/Handlebars:** Are pinch bolts on stem plate tight? (use wrench to check)
   - Yes
   - No

2. **Brakes:** Are front and back brakes operating correctly? (spin wheel and operate brake to confirm)
   - Yes
   - No

3. **Wheels:** Are front and back quick-releases closed?
   - Yes
   - No
   - Are front and back wheels true and not warped?
     - Yes
     - No

4. **Tires:** Are both tires filled with correct psi? (squeeze tires to check for adequate tire pressure)
   - Yes
   - No

5. **Visual Check:** Is seat adjusted to correct height and without any tears?
   - Yes
   - No
   - Is chain sitting correctly on the drivetrain?
     - Yes
     - No

6. **Other Comments (please list all other issues that may need attention)**

   **If a “No” is reported for any of the above, or you are unsure, upon pre-rental inspection, please tape a repair tag with respective details on the bike and do not rent.**

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**Equipment Return Inspection**

Upon equipment return, all responses should have a “Yes” response. If there are any issues, including cleanliness of the bike, please report and assess them below.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Inventory #</th>
<th>Condition/Notes</th>
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**Staff Equipment Check Date:**

**Staff Initials:**

Damage Fees Assessed (Total should reflect “Condition/Notes” section):

Cleaning Fees Assessed (Total should reflect “Condition/Notes” section):

**Total Fees Assessed:**