



## Outdoor Adventure Center Policies and Procedures

(12/5/11)

- Equipment can be rented by TWU faculty, staff, and students with a current TWU issued ID. If the renter is not in CSI, they must be input as a “guest” prior to renting equipment.
- All reservations must be made in person and paid in full.
- Renters must provide a credit card in lieu of a deposit for any additional fees or replacement costs. Credit card information is stored in CSI until equipment is returned.
- The renter is responsible for costs of repair or replacement.
- If equipment is not picked up by 6pm on the day of request, the reservation is cancelled.  
Refunds will not be given for equipment not picked up.
- No charge if reservation is cancelled more than 48 hours in advance.
- 50% of the fee will be refunded if less than 48 hours in advance.
- A cleaning fee of up to \$10 will be charged for any equipment that is excessively dirty or wet.
- An immediate fee of \$20 will be charged for late items. A \$1 per day fee will be charged for each additional day the items are late. (i.e. The item was due on Monday but was returned on Tuesday. The fee would be \$21)
- Renters must test and inspect all equipment before leaving to ensure everything is in working order.
- Renters must properly pack all equipment prior to its return.
- The university reserves the right to inspect equipment for up to 48 hours after return and charge for any cleaning, drying, packing, missing parts, or damage found at the time.