Renting Equipment for your WSU Class from the Outdoor Program

Your instructor has made available the following rental program for this class:

- **Equipment:** SAMPLE
- **Rental Dates/Number:** SAMPLE

**Note:** This equipment has not yet been reserved in your name.

To reserve equipment: A contract has been created for the equipment. You will need to go into the Outdoor Program and sign the paperwork accepting responsibility for damages or late fees. You will need to bring in your Wildcard and copy of course schedule to have the equipment released to you.

During your reservation the OP Staff will be fitting you with equipment, informing you of OP's Rental Policies, and creating contracts for every reservation date. This initial reservation will allow for a faster rental process on the actual dates reserved.

**On the Rental Day:** OP staff will have your equipment ready for pick up as detailed on your reservation. You must present your ID to pick-up the equipment, NO Exceptions!

**Returning Your Equipment:** Equipment must be returned on the day and time that is listed due on your contract. Late fees are assessed at 1.5 times the non-discounted rate per day.

**Changes to your Reservations:** If a class is cancelled, re-scheduled or you change your plans you MUST contact the OP to change your reservation. If you do not change your reservation with the OP prior to the reservation day we will consider your reservation valid, used and non-refundable.

I have read, understand and agree to these procedures for WSU Class Rentals:

Signature: ___________________________ Name Printed: ___________________________

Class: ___________________________ Date: ___________________________

All OP cancellation policies, late fees, and other rental policies apply to Class Rentals. Please see the Outdoor Program for complete details.