

# EWA Store Equipment Rental Form

Name: \_\_\_\_\_  
Residence: \_\_\_\_\_

EWA#: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Equipment Rental

	DAY	WEEK	MONTH
[ ] TV 40/50"	[ ] \$20.00	[ ] \$50.00	
[ ] TV 32"	[ ] \$10.00	[ ] \$35.00	
[ ] WiFi Router	[ ] \$5.00	[ ] \$20.00	
[ ] Christmas Tree	[ ] \$10.00		
[ ] Carpet Cleaner	[ ] \$10.00		
[ ] Chafing Dishes	[ ] \$7.00		
[ ] Tables	[ ] \$5.00	Rental Date:	
[ ] Chairs	[ ] \$1.00	Return Date:	
[ ] Popcorn Popper	[ ] \$10.00		

Rental Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Return Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Rental Terms

Item #: \_\_\_\_\_

**Reservations:** Only EWA members 18 and older can make reservations and check out equipment. Reservations must be made in person and full payment is required by the time of the reserved date.

**Authorized/Unauthorized Use of Equipment:** Equipment Rental is for EWA member's private use only. Ewa owned rental equipment may not be used by individuals or private organizations for financial gain, fundraising, or any other income generating ventures including, but not limited to, solicitation of donations for use.

**Late Fees:** Late returns for the Chafing Dishes, Carpet Cleaner, Canopies and Drink Fridge will incur a late fee at the daily rental rate for each additional day, the TV \$5.00 for each additional day and the WiFi Router \$2.00 for each additional day.

(Excluding American and Japanese holidays as per Embassy Administrative Notices)

**Pick-up and Return Time:** Rental items can be picked up during EWA Store operating hours. **Rental items must be returned no later than 12:00pm the following business day, or late fees mentioned above will be incurred.**

**Cleanliness:** Customers returning the Canopies wet, dirty, muddy, or sandy will be assessed a \$30.00 cleaning fee. Staff may not be able to immediately check the Canopies when they are returned, it will be checked within 7 days of being returned. If found to be dirty the customer will be notified and be given the opportunity to come in at the next available time to clean the Canopy, or to pay the \$30.00 cleaning fee.



**Losses and Damages:** *Customers who sign up for equipment rentals are financially responsible for lost, stolen, damaged or destroyed equipment. If damage renders the equipment beyond repair, the customer must pay full replacement costs.*

**Serviceability Check:** Customer are required to perform serviceability checks on all equipment and notify EWA Store staff as soon as possible if a problem occurs.

Signing this form indicates you have read and agree to the terms of the rental service.

Rental Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_ Staff: \_\_\_\_\_

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Return Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_ Staff: \_\_\_\_\_

