

2017 Equipment Use Contract



Equipment Use Policy

The Little Compton Community Center is pleased to provide equipment rentals to our community. The following procedures are necessary to maintain staff and program schedules and keep our equipment in the best condition possible. Please read this contract carefully and fill in **all** requested information that is applicable to your rental. Thank you for your cooperation:

- The contract must be completed in full and signed prior to pick-up. You will receive confirmation (including rental charges) by email or telephone. Please provide both forms of contact if possible.
- Pick-up and drop-off must occur by **pre-arrangement**, during operating hours or at the discretion of the LCCC. Payment is expected at time of pick up.
- LCCC staff must supervise pick-up and drop-off of the rented equipment.
- Please return the equipment in the condition you found it. If the equipment is damaged during rental, you will be responsible for repair or replacement.

Rental Application

Organization: _____ Member: Y / N

Non-Profit: Y / N Contact: _____

Phone: _____ Email: _____

Pick up Date: _____ Pick-Up Time: _____

Return Date: _____ Return Time: _____

Purpose of Rental: _____ Date: _____

Please select the equipment that you will need, rates and procedure attached:

Equipment	#
6' or 8' Tables	
Chairs	
Tents*	
Microphone*	
Projector and Screen*	
Art Panels*	
Total	

**Available only in special circumstances, pending approval by the director.*

This box is for staff use :

Approved _____ Date _____ Notified By _____ Date _____
Charge \$ _____ Paid: amt \$ _____ Type _____ Date _____
Returned _____

We hope you enjoy the equipment and have a successful event. By signing this document, you agree to the terms and conditions outlined above:

Signature: _____ Date: _____ Picked up _____ (init)