



# AUGUSTA UNIVERSITY

## JSAC RENTAL EQUIPMENT GUIDELINES

### Equipment Checkout and Return

- All equipment is available on a first come, first served basis.
- Rented equipment must be returned by 12:00 PM the next day.
  - A late fee of **\$20.00** will be charged to the department or student organization for each day the rented equipment is late.
- All Rental Equipment will be checked out through the JSAC Facility Specialist located in the JSAC; Suite 231.
  - Contact Information:
    - Phone Number: 706-729-2382
    - Email: [jsac\\_reserve@augusta.edu](mailto:jsac_reserve@augusta.edu)

### Equipment Checkout Hours

- Monday-Friday: 8:00 am to 5:00 pm
- Equipment is not available for checkout during University holidays; break periods; and for scheduled programs. Complete list of dates are available on the JSAC website

### Equipment

- Cotton Candy Machine
- Popcorn Machine
- Movie Projector Screen
- Red Carpet
- Corn Hole Boards

### Equipment Use Policy

- Equipment use is limited to Augusta University student organizations and departments on the Summerville campus
- Equipment checkout must be made in person with a valid JagCard.
- To avoid unnecessary charges, the student organization or department is responsible to inspect all equipment, making sure all parts are in good, working order. Should something be missing, torn or broken, the professional staff or student Manager-on-Duty should be made aware of the damage.
- Checkout/in can take anywhere from 10 minutes to 1 hour so plan accordingly.
- All equipment must be returned clean and in good working order. A cleaning and/or repair fee of at least **\$20.00** will be charged for equipment returned dirty or in need of repair as determined by staff on duty.
- Augusta University cannot be responsible for lost, damaged, or destroyed personal property (including vehicles) or for any personal injuries incurred while using the equipment. The department or student organization is solely responsible for rented equipment for the duration of the contract.
- Rates and policies are subject to change without notice.

### Cleaning, Damage and Replacement Policy

- Cleaning: \$20.00 flat fee.
- Damage: repair fees at market rates.
- Lost or non-rentable items: full retail value.