

Equipment loan request form

EQUIPMENT LOAN POLICY

AÉCSP provides equipment loan services for various items including sportswear, speakers, an event tent, and many others.

Please be aware these are available for the whole community of l'École Polytechnique although priority is given to AÉCSP students. Besides, our process obeys a rule of first come, first served. Obviously, equipment may not be lent if already allocated for other AÉCSP events for the requested loan period. Our event calendar is available [here](#) though we strongly recommend confirming availability of the requested items with the AÉCSP Treasurer (contact information below).

Any loan request must be sent 7 days prior to the planned use date. You may receive the equipment at the AÉCSP room C-420 at the time scheduled with the treasurer.

Any lent equipment will first be inspected: the requesting person or committee will be responsible for equipment transport and must make sure to return all of it in the same condition as given including proper cleaning. A deposit may be required depending on the lent equipment (see Appendix). **Deposits must be paid in check or cash upon retrieving the equipment.** In the event you should fail to provide a deposit no equipment may be lent even if your request was previously approved. Please be aware deposits may not be refunded in case of broken equipment or light damage (the equipment remains functional), insufficient care (the equipment requires cleaning) or if any items are missing. If broken or unfunctional, the user commits to pay the full equipment price to be replaced by AÉCSP. Deposits may be refunded once the equipment is replaced.

Maximum use duration may not exceed one week and late fees will be charged in case of late returns at a rate of 5\$ a day. A new request must be submitted to extend an existing loan.

To address extreme lateness, disrespect towards AÉCSP staff or misuse of any lent equipment, AÉCSP retains the right to deny any further requests.

Treasurer e-mail address: tresorerie@aecsp.qc.ca

Form (fill out to request an equipment loan)

To be filled out by the user when requesting equipment

LOAN ISSUEE

Last Name:

First Name:

Phone:

E-Mail:

Are you an AÉCSP member?

Yes

No

COMMITTEE, CLUB, TECHNICAL SOCIETY OU STUDENT ASSOCIATION RESPONSIBLE FOR THE EVENT (IF APPLICABLE)

Name of the committee, club, technical society or student association:

Is the organizer an AÉCSP sub-committee?

Yes

No

EVENT INFORMATION

Activity name:

Event location:

Short event description:

EQUIPMENT LOAN DURATION

From:

To:

BORROWED ITEMS

Item description :

To be filled out by the treasurer upon receiving the request:

The requested items are available for the requested period: Yes No

The request was approved and confirmed via e-mail : Yes No

Form (fill out upon receiving items)

To be filled out by the AÉCSP member in charge of the loan (coordination committee member or authorized volunteer)

Items were inspected prior to the loan: Oui Non

Equipment condition when lent:

New equipment price: \$

Deposit requested for loan: \$

The deposit was provided? Yes No

Deposit type (check / cash):

SIGNATURE (UPON RECEIVING EQUIPMENT)

I have read and understood the equipment loan policy and I accept it as a whole. I acknowledge that I am responsible for every borrowed item and that my deposit will not be refunded if the returned items are no longer in adequate condition (missing, damaged or unclean items) for later use. I understand any items broken beyond further use will be charged to me entirely so they can be replaced by AÉCSP. I accept being charged late penalty fees for 5\$ (FIVE) a day that will be deducted off my deposit.

I further attest the AÉCSP Treasurer or other authorized member informed me of the required deposit for the lent items.

Signed by _____ in _____ on _____
(Signature of the person overseeing equipment loan) (Location) (Date)

Signed by _____ in _____ on _____
(Signature of the person items are lent to) (Location) (Date)

Appendix: Lent items and Deposit amounts

The equipment listed below can be borrowed subject to availability, with a variable deposit depending on the nature and quantity of the borrowed items. All borrowed materials must be returned in the condition in which they were borrowed.

Item	Deposit	Rental Price [per event day]	AÉCSP Committee Rental Price [per event day]
Pitcher / board	\$5/item	\$1/item	\$0
Plates / glasses* / wicker baskets	\$2/item	\$0.10/item	\$0
Cotton candy machine	\$100	\$30	\$0
Spikeball	\$30	\$10	\$0
Petanque/Mölky	\$20	\$5	\$0
Badminton rackets	\$10	\$3/racket	\$0
Frisbee	\$10	\$2	\$0
Yoga mat	\$5	\$2	\$0
Camera	\$250	\$40	\$0
Percolator	\$50	\$5	\$0
Tent	\$250	\$50	\$0
Cooler	\$30	\$15	\$0
Barbecue	\$20	\$5	\$0
Poker	\$25	\$5	\$0

**Glasses must be returned clean, in their original boxes.*

Any other AÉCSP materials not listed can be rented with the approval of the AÉCSP treasury. The deposit amount will depend on the specific materials.

This annex is for informational purposes only, and we reserve the right to change the deposit amounts and equipment without notice.