

Equipment Rental Agreement

This agreement is between the Media Center (also known as the Midpeninsula Media Center; or Midpen Media Center) in Palo Alto, California and the you, the undersigned Equipment Renter:

Your obligations as an Equipment Renter:

- You will pay the agreed-upon fees to rent equipment.
- Before leaving the Media Center with equipment, you will examine and test the equipment you rent to ensure it is in good operating condition. Media Center staff will be available to assist with this.
- You will return the equipment you rent on time and in good condition and check it in with a Media Center staff member.
- You will report any problems with the equipment you return to help the Media Center resolve these issues before the equipment is rented by others.
- You will only allow other capable and knowledgeable people to operate the equipment you rent. You will oversee any people you allow to use the equipment.
- Equipment returned after the agreed-upon due date and time may result in additional daily charges.
- The Media Center accepts that our equipment is subject to normal wear-and-tear. However, you will be responsible for the cost to repair damaged equipment or to replace any lost equipment .
A partial list of 'don'ts': Do not expose the equipment to water (rain) or to salt, air, or sand (on the beach). Do not leave the equipment in a hot car. Do not leave equipment in your car overnight. Do not drop or mishandle equipment
- If your rented equipment is stolen, you will immediately report the theft to the police, and inform the Media Center staff. You will also assist in filing any appropriate insurance claims.

Media Center obligations:

- The equipment you check out from the Media Center will be in good, operational condition.
- The Media Center will check in and inspect your equipment in a timely manner.

By signing this agreement, you are indicating that you understand, and agree to, the above terms.

Print Your Name

Signature

Date

Full Mailing Address

Phone Number

Email Address