

## Spotlights Rental Rules

1. All equipment should be reserved 7 days in advance. However, if equipment is available last minute request will be considered on a case by case basis.
2. Those renting the equipment must be affiliated with the University (Student Life Programs or Student Organizations).
3. Departments or organizations renting equipment will be held liable for damages that occur to equipment.
4. Deposits are required and are returnable upon return and inspection of equipment condition.
5. Damages in excess of the deposit will result in the responsible person or organization being billed the difference.
6. It is the organization's responsibility to **pick up and return** the equipment by its deadline. Keeping the equipment beyond the reservation period will result in a late fee.
7. Each piece of equipment comes with guidelines. These guidelines must be followed in order for the equipment to remain in good condition.
8. Failure to comply with these policies could result in refusal of future equipment usage.
9. The signature of the responsible person is required as proof that these policies are understood and adhered to.