

Equipment Rental Contract

Please complete, date, and sign this contract.
Turn in to DMA Print Lab Staff Member.

Last Name	First Name	Bruin ID#

· I understand that by signing this contract, that I will pay for all items rented through the DMA Support site for the quarter indicated below. **I understand that this fee will be charged directly to my UCLA Bruin account and is non-refundable.**

· Equipment will be rented out on a daily basis for a maximum of 4 days.

· If any of the items have been damaged or tampered with in any way or are missing when I check them in, **I understand that I am responsible and that I will be responsible for the replacement or repair cost possibly including an insurance deductible fee.**

· A daily rental fee will apply to all equipment rented. This fee will vary depending upon the equipment rented as indicated at: <https://support.dma.ucla.edu/reservation>

Friday checkouts returned on Sunday will incur a 2 day rental fee.

Rental fees also apply to Saturday and Sunday rentals.

Rental fees also apply to any day that falls into a Holiday.

· **Equipment must be returned by 11 :00 am the following day of the initial check out period.**

· A students who is late returning equipment a total of three times loses all check out privileges for the current quarter.

· Lost, stolen, or damaged equipment is the responsibility of the student who borrowed it.

· The department cannot accept credit card payments.

By signing below, you are agreeing to be bound by the terms set forth above.

Signature	Date	Quarter