

### Equipment checkout:

- The ROC Outdoor Equipment program is available for LSSU students, staff/faculty, community members, and Alumni.
- Equipment is rented on a daily (24 hours), weekend (48-72 hours) and weekly (7 days) timeframe. The minimum rental period is daily (24 hours). If a longer rental is required, please talk to the ROC coordinator for block rates.
- A renter under the age of 18, who is not enrolled at LSSU, must be accompanied by a parent or guardian when renting or using the ROC equipment.
- Renters assume responsibility for all outdoor equipment rented.

### How to make a reservation:

- All reservations must be made in person or through email by the individual renting the equipment.
- Reservations are encouraged to ensure availability of equipment, but are not required.
- Equipment that is not reserved is available first-come first-served.
- All reserved equipment must be picked up 30 minutes before close on the scheduled pick up day; equipment not picked up 30 minutes before close will be made available for other rentals.
- The individual who reserved the equipment must be the one to pay for the equipment and pick up.
- Equipment is not considered “reserved” until full payment is received.
- Reservations may be made up to a maximum of 14 days in advance.

### Reservation cancellation policies:

**Equipment reservations:** Any cancellation of reserved equipment greater than 24 hours from the scheduled pick up time will be eligible to receive a **100% refund**. Equipment cancelled on the day of, or less than 24 hours from scheduled pick up will result in a **50% loss** of all fees paid.

**Facility reservations:** Any cancellation of use of the regional outdoor center and/or climbing wall from the scheduled usage time will **NOT** count against the student, staff, group, or organization, for the first offense. Second cancellation will result in the loss of reservation rights for the ROC facilities.

### Return Policy:

- All equipment must be returned by the person who reserved the gear.
- All equipment must be returned 30 minutes before close on the date specified on the rental agreement form.
- Please plan for 15 minutes for ROC staff to process the return.
- Please return all gear in a reasonably clean and dry condition (DO NOT wash sleeping bags) – Please talk to an ROC staff member if you need resources to clean and dry the equipment
- All rental equipment will be checked for damage and cleanliness upon return.

### Fees:

- Late fees will be charged at the daily rental rate for any equipment returned after the due date.
- Renter will be charged the replacement cost for any items not returned after one week past the date specified on the rental agreement form.
- Cleaning fees - \$5 for small items (i.e. pots) and \$10 for large items (i.e. bikes, sleeping bags).
- Fees will be assessed by ROC staff for any equipment replacement, damage, or loss.