**Purpose**

This document is designed to hold those who rent from the RHA and the executives of RHA responsible for the equipment/items damaged as well as tracked.

**Consequences of Damages**

One-quarter (25%) of the total cost of repairing/replacing said item will be covered by the person/hall responsible for the damage. Damages to the rental equipment as a definition would be any alterations leaving the equipment unusable to another hall or the RHA. The RHA will decide as an executive body on the least expensive option so the financial impact is minimal to the Hall or Organization. If the damaged equipment is brought to RHA general assembly or presidents council the late fee can be removed or adjusted. The review of the equipment will be first brought to PC then if PC cannot decide it will go to GA.

**Disclaimer**

This is replacing the former fee that would have been a charge that would go to replacing the rented item. If the return is over 1 week (7 days including weekends) after the pick up date I will not be able to take said item for it may affect another event that might use the same item.

 A late fee may be charged if the item being rented is not brought back within the agreed upon times of the rented item being in use. This will be a fee of $10 a day unless the RHA representative is for whatever reason unreachable in which case the late fee will be discarded. There will be a one day leniency in the event that one or both parties forget the return date.

**Signing Responsibility**

I \_\_\_\_\_\_\_\_\_\_Renter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_shall claim responsibility for the damage done to \_\_\_\_\_\_\_\_\_\_\_\_equipment name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ rented from the Residence Hall Association (RHA). Since the RHA as a body is to help support my efforts to build community within my Hall/Organization I will be responsible as a representative of\_\_\_\_\_\_\_\_(Hall or Organization)\_\_\_\_\_\_\_ to cover the charges that may be put into place if what I rent is damaged. If my hall or organization fails to pass sufficient funds the amount will either be taxed from the hall MUN index or myself individually if funds are dangerously low for the hall (less than $500). I will be responsible for picking up the item on (\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_) and returning the item on (\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_).

RHA Representative :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter and Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/ 2017