**Rental Agreement – Commons Studio**

**To have access to Commons Studio equipment you must:**

1. Be a member of Commons Studio
2. Pay fees PST and GST
3. Sign rental form and rental agreement
4. Renter is responsible for returning all equipment in the condition in which it was received.
5. Batteries must be returned fully charged.
6. Renter is responsible for the first $1,000 for replacement costs in the event of loss or theft of said equipment, to cover our insurance deductible. In case of damage to the said equipment the member is responsible for the cost of repair or replacement up to $1,000.
7. Renter must report any loss, damage or malfunction of equipment to Commons Studio staff immediately.
8. Commons Studio will accept no liability for losses due to failure of equipment.
9. The renter must ensure the safe delivery of the equipment to Commons Studio. It is not acceptable to send the equipment via courier, bus, or post, unless prior arrangements have been made with staff to do so.
	1. The renter must return all equipment by the scheduled return date, or make appropriate arrangements with staff prior to return time. Late returns will result in late fees and penalties as follows: Up to 12 hours late: 100% of daily rental rate; More than 12 hours late: 150% of daily rental
	2. If the renter fails to return the equipment on the scheduled return date, or if the late return interferes with another equipment booking, this will result in a 90 day suspension of rental access. A second offence will result in a 365 day suspension of rental access. The renter will continue to have access to facility rentals and all other membership privileges.
10. If the renter has outstanding fees owing to Commons Studio, they will not be permitted to rent equipment until said fees are paid. The renter may discuss this with staff to make arrangements.
11. The renter may be required to demonstrate their ability to use equipment, as determined by Commons Studio staff.
12. Effect of any injury that is sustained while using the equipment by self or third party Commons Studio will not be held legally liable.

**Rental Periods**

**Daily Rentals:** equipment may be picked up the preceding day between 1pm and 4pm, and returned on the day following the rental date between 10am and 12pm. *(ie. a one day rental for the day of the 15th, allows the renter to pick-up equipment on the 14th between 1pm and 4pm, and return on the 16th between 10am and 12pm)*

**Weekend Rental:** pick up between 1pm and 4pm on Friday, and return between 10am and 12pm on Monday. In the event of a holiday the pick-up and return date are moved to the nearest business day. Weekends are billed at 1.5 days.

If you need to work outside of these time frames please talk to office to avoid additional charges. Always call to let us know if you will be late in returning your equipment.

I agree to the terms and conditions as outlined above Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CS Staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CS Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_