

ATUS EQUIPMENT RENTAL CHARGES

Self-sustaining program name _____
 Person in charge _____
 Budget code _____
 Authorized signature _____

Rental Agreement

Loss and Damage

The undersigned shall bear the entire risk of loss or damage to the equipment from any and every cause whatsoever, except damage caused by normal wear and tear, and shall be financially obligated to replace or repair the equipment as required by ATUS. The undersigned is responsible for returning all equipment in the same condition as originally loaned.

Use of Equipment

The undersigned shall use the equipment in a careful manner, and shall comply with all applicable federal, state and local laws, the equipment manual, and ATUS terms and conditions relating to the possession, use or maintenance of the equipment.

Return Time

The undersigned shall return the equipment on time or may lose future loan privileges as determined by ATUS.

I have read and understand the Equipment Rental Agreement _____

Please print name here _____ Date _____

IDENTIFICATION _____

ATUS Pricing Policy can be viewed at <http://west.wvu.edu/atus/tools/pricingpolicies.asp>

<u>Office Use Only</u>		Login number _____	Submitted by _____	Date _____
Location(s) or Equipment Used	\$ per day/hour	x Days/hours	= Total	
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				
8. _____				
Location fee or equipment rental fees.....			Subtotal _____	
Labor _____	hours @ _____	/hr	Subtotal _____	
			Job Total _____	
Notes				
Circle Revenue Account	SVC	CME	LAB	
Charge submitted by _____	Date _____			