

## DPCA PROJECTOR RENTAL AGREEMENT

This is an agreement between the *Digital Photography Club of Annapolis (DPCA)* and \_\_\_\_\_ (*renter*) for the short-term rent of DPCA's Sharp XR-32X projector and accessories.

### Rental Cost and Fees

The renter will remit \$20 per day (a 24-hour period) for use of the projector. The rental period will begin upon the renter's receipt of the projector and end with DPCA's receipt of the returned projector. The DPCA lending official may grant leniency in the designated time for return of the projector without additional fee if: (a) no other rental engagements are pending for the projector during the time in question and (b) the lending official and renter mutually agree to a more convenient date and time for return of the equipment. Under no circumstances shall leniency in the designated time of projector return authorize unpaid use of the projector.

Rental period start date and time: \_\_\_\_\_

Rental period end date and time: \_\_\_\_\_

Location for projector return: \_\_\_\_\_

Total projected rental cost (due at time of equipment pick-up) \$ \_\_\_\_\_

### Security Deposit

\_\_\_ Renter provides the DPCA lending official a security deposit in the amount of \$150.00 in the form of  cash or  check written to the "Digital Photography Club of Annapolis." Upon the projector's return, determination of its working condition will be made by the DPCA lending official. The test will be performed within 1 or 2 days of the projector's return. The Renter acknowledges that the deposit will be returned in full conditional to return of projector and all the equipment borrowed in full and in good working condition. In the case of damage or loss, the deposit will be used to defray full or partial cost of necessary repairs and/or replacement.

\_\_\_ Renter understands that the security deposit will be relinquished in whole or in part at the discretion of the DPCA board to cover the cost of repair replacement equipment if the equipment borrowed is not returned in the same working condition as when the renter received it, with the following exception:

If the lamp should burn out while the projector is in the renter's possession, the renter's security deposit will be used to pay one half of its current lamp replacement cost.

\_\_\_ Renter agrees to use the projector in a safe and proper manner, as outlined in the projector's operating manual.

\_\_\_ Renter will immediately advise the DPCA lending official of any malfunctions, loss of equipment, or inability to return the equipment as stated above. Failure to return the equipment at the agreed-upon date and time will incur additional rental fees at the rate of \$20 per day.

DPCA lending official name: \_\_\_\_\_

DPCA lending official phone: \_\_\_\_\_

DPCA lending official email: \_\_\_\_\_

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### Custody

- \_\_\_ Renter takes custody of the following equipment:
- Sharp XR-32X projector serial # 805912141
  - Projector power cord
  - Sharp remote control SUM-3 (AA R6) with two charged AA batteries
  - VGA cable
  - Operating manual (paper copy)
  - Projector carrying case

Equipment notes (DPCA lending official complete, as appropriate):

\_\_\_ Renter agrees to hold harmless the DPCA and its officials and directors from and against any and all liability, claims, judgments, attorneys' fees and costs of every kind and nature, including but not limited to injuries or death to persons and damage to property arising out of the use, maintenance, instruction, operation, possession, or rental of the equipment however caused.

Date \_\_\_/\_\_\_/\_\_\_

Renter's printed name (first, last) \_\_\_\_\_

Renter's signature \_\_\_\_\_

Renter's phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Renter's email \_\_\_\_\_

Security deposit collected \$150.00     Cash  Check/Check number \_\_\_\_\_

Rental fee collected \$ \_\_\_\_\_  Cash  Check/Check number \_\_\_\_\_

DPCA lending official's printed name \_\_\_\_\_

DPCA lending official's signature \_\_\_\_\_

Official's phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Official's email \_\_\_\_\_

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### Return of Equipment *(for DPCA lending official's use only)*

Date returned (\_\_\_/\_\_\_/\_\_\_)

- All equipment, attachments and documents have been returned
- The projector appears physically undamaged     the original lamp and replacement are functional
- The projector is in full working order

Official's Notes \_\_\_\_\_

Clip off section below and provide to renter as a return receipt:

## DPCA PROJECTOR RENTAL AGREEMENT

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### SECURITY DEPOSIT RETURN

Thank you for returning the projector and accessories.

Your security deposit is:

- Returned in full \$150.00
- Returned in part \$\_\_\_\_\_ the remainder has been withheld to cover the cost of repairs/replacement as outlined below.
- Withheld in full to cover the cost of repairs/replacement as outlined below.

Reasons for withholding security deposit in part or full:

Remarks :

DPCA lending official's signature and date \_\_\_\_\_