

**The University of Memphis**  
**Campus Recreation Intramural Services**  
**Rental Agreement**

**Customer Data (please print)**

Name \_\_\_\_\_ UofM ID# \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ Destination: \_\_\_\_\_ # in party \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Gender (circle): Male Female UofM Status(circle) Student Faculty/Staff

**Rental Hours:** Outdoor Equipment Rental is generally open Monday thru Thursday from 2:00pm - 5:00pm.  
Special rental and return times may be arranged by calling us at 678-2812.

**Reservation Agreement**

1. I am aware that there are no refunds for cancellations without **48 hours** notice prior to the pick-up date.
2. I agree to pay all late fees if equipment is not returned by due date written above.
3. I agree to pay for any repairs or replacement of equipment that is damaged, destroyed, lost or stolen.
4. I will return the equipment clean, and dry, or pay a \$10 labor fee per hour to have it cleaned
5. I am aware the failure to pay late fees, damages, or replacement cost will result in holding of records by The University of Memphis.
6. The late fee is the daily rental price of the item for every day that the item is late!

I have read and understand the above rental agreement.

I hereby release, relieve, discharge and hold harmless The University of Memphis, its officials, trustees, employees, and representatives, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise, arising outcome, or in connection with the use of this equipment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Item #	Item Name	Quantity	Days Rented (1,wknd,7)	Cost \$	Date Returned	Check-In Staff Int
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Rental Total \$

**Office Staff Use Only**

Last Name: \_\_\_\_\_  
Date Out: \_\_\_\_\_  
Amt Pd. \$ \_\_\_\_\_  
Staff Int: \_\_\_\_\_

Reservation Date: \_\_\_\_\_  
Date Due: \_\_\_\_\_  
Cash/Ck# \_\_\_\_\_