

January 8, 2017

## DPCA Projector Rental Guidelines

As a benefit to members, we are making our backup Sharp XR-32X projector and its remote available for short-term rental on a trial basis. Terms are as follows:

**Reservations:** We've created a [special Google calendar](#) to track rentals. You may reserve the projector for up to two 24-hour periods per month not more than 3 months before the desired date. To reserve the projector, send an email request to [DPCArental@gmail.com](mailto:DPCArental@gmail.com) at least 3 business days before you need the projector. In your email provide

- The 24-hour period for which you need to use the projector (include start, end times and dates)
- Your contact info (email and phone)
- The completed application form

The DPCA lending official will contact you to confirm the date of pickup and return. We may be able to grant limited flexibility on the return time at no charge if no other members are waiting to use the projector; however, you should not take advantage of that flexibility and use the projector for free during that time.

**Costs:** The cost is \$20 per 24-hour period. If you do not return the projector and its accessories by the agreed-upon time, overtime costs at \$20 per 24-hour period overdue (non pro-rated) will accrue. Failure to return the projector on time may also result in loss of rental privileges in the future at the board's discretion.

**Security Deposit:** A security deposit of \$150, either in cash or check made out to Digital Photography Club of Annapolis, is due at the time of pickup. It will be returned to you with 2 days of the projector's return to allow us time to check it over. The costs of loss or repair to the projector or its accessories will be deducted from the security deposit. If the lamp burns out during the rental, one half the cost of a replacement bulb will be subtracted from the deposit.

**Use:** Projectors are delicate pieces of equipment. Please handle them with care. You should review the safety safeguards listed on page 6 of the projector's [operating manual](#). The DPCA does not provide technical support during the period of rental.

**Advisory:** You agree 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.