

Equipment Rental Procedures & Conditions

Northpoint Cooperative Preschool
Located in The Historic Old Dash Point School
6546 Dash Point Blvd NE, Tacoma WA 98422

For the purposes of this document, any individual or group wishing to obtain permission to use the Northpoint Equipment will be referred to as Applicant.

Our Vision

The vision of the Northpoint Cooperative Preschool is to be the community choice for early education and family activities. Because our focus is on children and family, we reserve the right to limit use of our equipment to those Applicants who fall within the following categories:

Category A: Individuals who are current members in good standing at Northpoint Cooperative Preschool.

Category B: Individuals who are past members of Northpoint Cooperative Preschool.

Northpoint Cooperative Preschool is a non-profit organization and all funds received through the rental of equipment are used solely for the operating needs of the organization and no one member benefits.

Rental Application Procedures

1. Written application for usage must be made on an Equipment Rental Request form provided by the Northpoint Cooperative Preschool and shall be directed to:

Board of Directors
Attn: Equipment Coordinator
Northpoint Co-op, PMB 134
1000 Towncenter NE, Suite 180
Tacoma WA 98422

Applications must be completed in full before rental will be considered and/or granted. Application more than (3) months or less than (7) days in advance will not be considered.

2. The \$50.00 security deposit is due upon approval of the equipment usage application. A date will not be held without the proper deposit.

3. A check for the Rental Fee should be presented to the Northpoint Cooperative Preschool Treasurer at least five (5) working days prior to the date of use.

Security Deposit and Guidelines for Use

1. Any Applicant given authorization to use the Northpoint Cooperative Preschool's equipment will post a \$50.00 security deposit in cash to cover the cost of any damage resulting from said usage. Security deposits will be applied toward the Total Suggested Donation Amount.

2. If damage is found, the Applicant agrees to pay for equipment, at current replacement cost, in the event of theft, loss or mysterious disappearance, regardless of fault. The replacement cost of the damaged equipment will be collected in addition to the Total Suggested Donation Amount from the Applicant.

3. Northpoint Cooperative Preschool reserves the right to seek legal remedies against the Applicant in the event that, the cost of damage repair or replacement exceeds the Applicant's normal means. In addition, Applicant will be denied any future equipment use.

Rental Fees

Tables

Plastic 6' rectangles: \$5.00/table x _____ (5 Max)
Plastic round: \$5.00/table x _____ (1 Max)
Pressboard 8" rect. \$5.00/table x _____ (2 Max)

Chairs

Padded seat and back: \$2.00/chair x _____ (26 Max)

Equipment Rental Conditions

Northpoint Cooperative Preschool

All applicants must read and be familiar with the following conditions:

1. The applicant is bound by policy of permit, its terms and conditions, regulations, and ordinances pertaining to the rental of Northpoint Cooperative Preschool equipment.
 2. The representative submitting the application must be a minimum of 21 years of age.
 3. Security deposit must be received at time of application approval and no fewer than five (5) working days before the rental.
 4. Any permit may be revoked for misrepresentation in the application or violation of terms and conditions of the application concerning policy, ordinances, rules, regulations, and laws of the State of Washington and the United States of America.
 5. The applicant must make arrangements with the equipment coordinator to schedule pick up and return of all equipment.
 6. It is assumed that the equipment will be used off premises of the Northpoint Cooperative Preschool.
 7. The applicant is responsible for all loading and unloading of the equipment. A representative of the Northpoint Cooperative Preschool will not be available to assist with loading and unloading. If assistance is used in loading/unloading of the equipment, the Applicant agrees to assume the risk of, and hold the Preschool harmless for, any property damage or personal injuries.
 7. The applicant agrees to release the Northpoint Cooperative Preschool from all liabilities caused through rental.
 8. Equipment rental is not available on Board Meeting dates or other dates where scheduled programs are already in place.
 9. Equipment rental is not to exceed three calendar days. Equipment may be picked up one day prior to event and should be returned on day after event (or other arrangements must be signed off by Equipment Coordinator).
 10. Applicant agrees to immediately discontinue using equipment should it at any time become unsafe or in a state of disrepair, and will immediately notify the Equipment Coordinator of the Preschool.
 11. Applicant acknowledges that the equipment is in good condition and agrees to pay for any damage to or loss of equipment regardless of cause, except for normal wear and tear, while equipment is in the possession of the Applicant.
 12. Applicant agrees to pay for equipment at current replacement cost, in the event of theft, loss or mysterious disappearance, regardless of fault of Applicant.
 13. Applicant understands that renting of equipment does not carry the option to purchase. All equipment shall remain the property of Northpoint Cooperative Preschool exclusively.
 14. A cash deposit will be required at the time of rental except where prior terms have been established. Said deposit will be applied towards rental fees
 17. Northpoint Cooperative Preschool reserves the right to waive or adjust any and all fees associated with equipment rental.
 18. Any and all checks returned for non-sufficient funds will result in a \$25.00 service charge.
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Equipment Rental Request

Northpoint Cooperative Preschool

Application must be completed in full, signed and dated before usage will be considered and/or granted by Northpoint Co-op.

Name of Applicant _____

(Circle One) Current Member Past Member

Address _____

City _____ Zip _____

Phone (Hm) _____ (Wk) _____ (Cell) _____

Proposed Pick up Date and Time _____

Proposed Return Date and Time _____

Tables

Plastic 6' rectangles: \$5.00/table x _____ (5 Max) \$ _____

Plastic round: \$5.00/table x _____ (1 Max) \$ _____

Pressboard 8' rect. \$5.00/table x _____ (2 Max) \$ _____

Chairs

Padded seat and back: \$2.00/chair x _____ (26 Max) \$ _____

Total \$ _____

Equipment Rental Agreement

I _____ (Applicant): Agree to release and hold harmless and defend Northpoint Cooperative Preschool, its Officers and agents, in connection with any and all actions or claims for any loss, damage, personal injury or death occurring as a consequence of the performance of this agreement. It is further understood and agreed that the Northpoint Cooperative Preschool assumes no obligations or responsibility in connection with rental of equipment. We further agree to assume all costs of damage to equipment during the rental period authorized.

I affirm that I have read and understood the Equipment Rental & Conditions of the Northpoint Cooperative Preschool and will adhere to them during the duration of rental period.

I further understand that violation of Northpoint Cooperative Preschool Equipment Rental and Conditions shall result in the forfeiture of any deposit fees.

CANCELLATION CLAUSE:

Northpoint Cooperative Preschool reserves the right to cancel or change the permit within 48 hours when deemed necessary by the Board.

Equipment Rental Request Record

Northpoint Cooperative Preschool

Application Approved: _____ Denied: _____

Date: _____, 20_____

A rental application has been approved for the following:

Name: _____

Date of Use: _____ Time: _____ To _____

\$50 Security Deposit Paid On: _____ / _____ / 20_____

Received By: _____

Rental Fees Rec'd On: _____ / _____ / 20_____ Amount: \$ _____

Received By: _____

Contact Name on Days of Pick up and Return: _____

Cell Phone Number for Contact on Days of Pick up and Return: (_____) _____ - _____