

BAS Equipment Hire Policy

Eligibility

- Only BAS members who have paid their membership fees are allowed to hire equipment.
- Members who wish to hire equipment must have been a BAS member for 3 months, or been deemed eligible by the Equipment Officer.
- The Equipment Officer has the right to refuse rental if the potential renter does not demonstrate enough knowledge to use the equipment safely, or if they have demonstrated unreliability in returning equipment on time and in good order.

Training

- Members can request a training session from the Equipment Officer by emailing hire@bas.asn.au.
- Sessions are conducted by the Equipment Officer or other more experienced BAS members nominated by the Equipment Officer.

Requests

Rental requests are to be made to hire@bas.asn.au and should include:

1. Name/s of equipment renter wishes to hire
2. First and last name,
3. BAS membership number
4. Residential address
5. Telephone number

Payment

Payments are to be made into the BAS bank account at

Brisbane Astronomical Society Inc

Bank of Queensland BSB: 124030

Account Number: 10168155

The renter's name and the word "RENT" should be used as the payment identifier.

Once the deposit has been made, the receipt should be emailed to the Equipment Officer at hire@bas.asn.au.

Rental rates

- Equipment rental rates are \$20 per instrument, with the exception of accessories and eyepieces, which are \$10 per instrument.
- A deposit of \$50 is required per instrument.
- Rental rates can be waived if the renter brings club equipment to public outreach events, or becomes a Custodian.

Rental period

- Rental period is limited to 30 days for each instrument.
- Multiple equipment rentals is allowed, as some equipment are meant to compliment each other.

- When the rental period is up, the renter can choose to return the equipment, or become a custodian.
- If a renter does not agree to become to be a custodian, equipment must be returned to the Equipment Officer. Failure to return equipment on time will result in the renter losing their deposit.

Pickup

- Members have to make their own arrangements for pickup of the equipment from the Equipment Officer/Custodian/previous Renter.
- A selection of equipment will be made available for pickup at every BAS OGM or AGM.

Returns

- Renters are required to return hired equipment on time--30 days from the day of pickup or on a pre-agreed date.
- Renters must contact the Equipment Officer 7 days before the return date to arrange for the return of the equipment. No reminders will be made.
- Returned equipment should be in good working order.
- Equipment can be returned to the Equipment Officer or a Committee Member at a BAS OGM or AGM.
- Renters/Custodians should keep the receipt of their returned deposit to prove that they have returned the equipment.
- Outside of a BAS meeting, equipment should be returned to the Equipment Officer's address (address sent via email), unless instructed otherwise by the Equipment Officer.
- Deposits are to be collected back from the Treasurer (cash or bank transfer) once the Equipment Officer notifies the Treasurer on the return of equipment.
- Late returns will result in the forfeiture of the deposit.

Becoming a Custodian

- Any member who has been a member of the club for at least 3 months and has demonstrated trustworthiness can become a Custodian of any number of rental equipment.
- Custodians need to provide safe storage of the equipment until another renter is found for the equipment.
- There will be no rent collected from custodians, however, a deposit will still be held.
- Custodians are also required to bring equipment to at least 1 BAS public outreach event a month.
- If the Equipment Officer is unable to find storage space for the equipment, custodians may not be required to fulfil public outreach event obligations.
- The Equipment Officer may nominate custodians to train members on the use of equipment.
- Deposit is returned when the Custodian returns the equipment to the Equipment Officer or passed on to the next renter.

Custodian-only equipment

- Custodian-only equipment is not normally available for hire to members, and exceptions made need to be approved by the Committee.

- In order to be able to have access to the equipment, members must be a custodian and be able to bring the equipment to public outreach events for the club at least once a month.
- No rent is paid on custodian-only equipment.
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Loss and Theft of Equipment

- If equipment is lost or stolen, please report promptly to the Equipment Officer the date, time, and location where it was last seen.
- If theft is suspected, a police report should be made and a copy submitted to the Equipment Officer.
- In the case of loss due to negligence, the loss will result in the forfeiture of the Renter/Custodian's deposit and in addition, compensation may be sought.
- The Renter/Custodian will be given 30 days to recover the lost equipment where possible before compensation to BAS will be sought.
- The Equipment Officer has the right to refuse rental of equipment to the same person in the future.

Damaged Equipment

- Normal wear and tear is not counted as damage. Renters should note the initial condition and any damages before renting.
- If equipment is damaged, please report promptly to the Equipment Officer the date and description of the damage.
- If damage by a third party is suspected, a police report should be made and a copy submitted to the Equipment Officer.
- In the case of damage due to negligence, the damage will result in the forfeiture of the Renter/Custodian's deposit and in addition, compensation may be sought.
- The Renter/Custodian should not attempt to repair the damage by themselves.
- The Equipment Officer has the right to refuse rental of equipment to the same person in the future.

Equipment Hire Form

Equipment hired

First name

Last name

BAS membership number

Residential address

Telephone number

Date hired

Due date

Deposit paid

Rent paid

I agree to abide by the BAS Equipment Policy.

Signed

For renter to keep

Equipment hired

Date hired

Due date

Equipment Officer contact: hire@bas.asn.au