



## RRC EQUIPMENT RENTAL Reservation Request

Note: Payment and security deposit checks are due at least 7 days prior to the requested pickup date. Reservations are confirmed after payment, deposit and proof of insurance are received.

**Race Director (Rentee) Name \***

**Event Name \***

**Does the event include a designated RRC Grand Prix race? \***

- Yes  
 No

**Rentee Contact Number \***

**Rentee Email \***

The terms described below define an agreement between the Rentee above and Rochester Running Club ("RRC"), formerly known as Rochester Track Club.

RRC's equipment is subject to availability, which will not be determined until Rentee has

- submitting this Rental Agreement
- paid the rental fee and damage deposit
- provided proof of insurance.

The agreement, fees and proof of insurance must be received no later than seven days prior to the equipment pick up.

The Rentee agrees to reimburse the RRC in full for the cost of repairs (including charges for shipping, labor and parts), which are necessitated due to damage to the equipment occurring during the rental period (other than damage which, in the sole judgment of the RRC, is due to ordinary usage). Additionally, if any or all of the equipment is damaged beyond repair, or is lost or stolen during the rental period, Rentee agrees to reimburse the RRC for the cost of replacing such equipment. Repair and replacement fees for

RRC equipment are estimated on the schedule.

The Rentee agrees they will not use the clock or other electronics outside if the ambient temperature is below 0 degrees Fahrenheit. The Rentee agrees they will not use the RRC tent if the wind exceeds 25 mph. If Rentee does not follow these guidelines, the damage deposit will not be returned, and the Rentee will be liable for any damage.

In the event that the equipment provided by RRC fails to operate properly the Rentee will be refunded the rental fee. If the equipment is returned without damage, the equipment damage deposit check will be returned to the Rentee.

Equipment pick-up and return location:

Classic Mini-Storage  
Unit 79  
2017 South Broadway, Rochester

**Requested Date to pick up equipment \***

   

Month Day Year

**Requested Time to pick up equipment \***

  

Hour Minutes

**Requested Date to return equipment \***

   

Month Day Year

**Requested Time to return equipment \***

  

Hour Minutes

**Additional contact (optional)**

Enter the name of the person who will be picking up and returning the equipment to the shed

**Additional contact email & phone number**

Enter the mobile phone number of the person who will be picking up and returning the equipment

**Race Equipment**

Subject to availability

Rental Fee and deposit checks should be made payable to **Rochester Running Club**

Mail a copy of this form, the checks and proof of insurance to:

Rochester Running Club  
PO Box 6711  
Rochester, MN 55903-6711

Reservations are not guaranteed until RRC receives a printed copy of this reservation form, payment of rental fee and deposit, and your proof of insurance.

There is a flat \$60 rental fee for Standard gear.  
RRC generally has enough equipment to support for 2-3 concurrent events.

Rentee is responsible for lost or damaged equipment.

**Estimated cost to replace lost or damaged equipment:**

Clock \$3600 to replace; \$150 + \$85/hour to repair  
Printer/Timer \$1200 to replace; \$20-\$60 to repair  
Tent \$1920 to replace; \$20/hour to repair  
PA System \$975 to replace  
Inflatable Finish Line, generator \$4000 to replace

\$10 per traffic cone  
\$38 per finish line post & 10lb base (traffic delineators)  
\$185 road barricade beam & stands  
\$40 large table; \$30 for small table  
\$35 megaphone  
\$30 per water cooler  
\$30 first aid kit  
\$20 per flagging string  
\$20 per caution /runner on road sign  
\$13 per stop watch  
\$10 cash box  
\$5 per clipboard  
\$5 per traffic vest

**Reservation Request \***

- Security Deposit \$100 (separate check please)
- Standard Equipment \$60 (select items & quantities below)
- LED Clock, case, charger, tripod & rain cover \$85
- Printer/Timer \$60
- RTC Tent \$50
- Public Address System \$100
- Inflatable Finish Line, generator & sandbags \$100

**Traffic Cones**

Orange with smaller black rounded corner base

**Traffic Cones**

Orange with flatter black square base

**Mini-Traffic cones**

**XL-Traffic cones**

**Mile-Marker 1-13 /Yellow Traffic cones**

**Mile-Marker 1-5 / Green Traffic cones**

**Finish Line standards+bases**

Request any flagging strings below

**Flagging (Strings)**

Flagging MUST BE RETURNED in secure/neat and secure strings

**Large / 6" tables**

**Small tables (4' rectangle; 36" round)**

**Portable Road Barricade**

**`Caution Runner On Road` signs**

**Megaphone**

**Starting Gun**

**5 gallon Water Coolers**

Jugs MUST BE RETURNED CLEAN AND DRY

**Ice coolers**

Coolers MUST BE RETURNED CLEAN AND DRY

**Jerry style water jugs**

Jugs MUST BE RETURNED CLEAN AND DRY

**Cash Box**

**First Aid Kit**

**Traffic Safety Vests**

**Stop Watch**

**Clipboard**

**Walkie-Talkie**

**Grand Prix Sponsor Yard Signs**

Required for Grand Prix events

**NOTE:**

Water & ice coolers & jugs must be returned CLEAN and DRY.

Flagging must be returned tied in the same condition as it was received in.

Be sure megaphone, stop watch and walkie talkie batteries are working.

Tent & Inflatable Finish Line must be dry before they are returned.

Be sure the Clocks are protected from rain & wind.

**Questions or concerns:**

Equipment reservations are not complete or confirmed until RRC receives 1) this reservation form; 2) rental payment, 3) a \$100 security deposit check; and 4) proof of event insurance.

Email Proof of Insurance to: [RochesterRunningClub@gmail.com](mailto:RochesterRunningClub@gmail.com)

Rochester Running Club will waive the *standard equipment* rental fee for regional 501c3 non-profit organizations with a primary mission supporting youth fitness. Provide information below to request the fee waiver.

**501c3 Tax ID #**

**Organization website**

Submit