

**Potomac Valley Swimming
Equipment Rental Request Order Form**

Renting Club/Organization Name: _____

Contact Person: _____ Email Address: _____

Phone: _____

Meet Name: _____ Meet Dates _____

Meet Location: _____

Date of Equipment Pickup: _____ Approximate Time of Pickup: _____

Date of Equipment Return: _____ Approximate Time of Return: _____

Order Details

Equipment Packages (Please indicate Number of Packages in Order)

____ Full Short Course Setup with 78" Pads (8 Lanes) ____ Short Course Setup Buttons Only (8 Lanes)

____ Full Short Course Setup with 60" Pads (8 Lanes) ____ Long Course Setup Buttons Only (8 Lanes)

____ Full Long Course Setup with 78" Pads (8 Lanes) ____ 8 Line Daktronics Scoreboard

____ Full Long Course Setup with 60" Pads (8 Lanes) ____ Set of 6 Radios, Headsets & Charger (Only)

Other Equipment/Special Requests (Please Provide Details if requesting non-package (a-la-cart) equipment)

Instructions

1. Please use this form to request rental of PVS meet timing equipment. Complete the form and send to the PVS Operations Vice Chair by email to: equipment@pvs swim.org or by snail mail to PVS, PO Box 3729, McLean, Va. 22103-3729 as soon as the dates of the desired rental are known but at least 3 weeks prior to the rental dates.
2. Upon review and approval of your rental request you will receive a confirming email along with an estimated invoice.
3. Please refer to the equipment rental price list that can be found on the PVS website for information regarding pricing and the applicable Terms & Conditions of PVS equipment rentals.
4. Please review carefully the terms and conditions that apply to this rental. By placing this order you are agreeing to abide by these terms and conditions and you are assuming responsibility for care and protection of the equipment from the time you pick it up and return it.

**Potomac Valley Swimming
Equipment Rental Price List**

As of 10/27/2013

Description	Rental Rates	
	First Day	Additional Days
Full Short Course Setup with Pads for 8 Lane Pool <ul style="list-style-type: none"> • 1 CTS-6 or CTS-5 timing console • printer for CTS with CTS-to-printer cable • 1 Infinity Starter with tripod, charger, external speaker with 100 ft. cable, 2 microphones • 10 78" or 60" touch pads with standard pad brackets • 1 ten lane prime & backup harness set • 1 mini-scoreboard with 100 ft. cable • 24 buttons • 6 radios, headsets & charger • 1 CTS tester • 1 starter to timing console cable • 8 lap counters 	\$300	\$150
Full Long Course Setup with Pads for 8 Lane Pool <ul style="list-style-type: none"> • 1 CTS-6 or CTS-5 timing console • printer for CTS with CTS-to-printer cable • 2 Infinity Starters with tripods, 2 chargers, 2 external speakers with 100 ft. cables, 3 microphones • 20 78" or 60" touch pads with standard pad brackets • 2 ten lane prime & backup harness sets with 1 50 meter harness extension • 1 mini-scoreboard with 100 ft. cable • 24 buttons • 6 radios, headsets & charger • 1 CTS tester • 2 starter to timing console cables • 8 lap counters 	\$400	\$200
Short Course or Long Course Setup Buttons Only for 8 lane Pool <ul style="list-style-type: none"> • 1 CTS-6 or CTS-5 timing console • printer for CTS with CTS-to-printer cable • 1 Infinity Starter with tripod, charger, external speaker with 100 ft. cable, 2 microphones • 1 ten lane prime & backup harness set • 1 mini-scoreboard with 100 ft. cable • 24 buttons • 6 radios, headsets & charger • 1 CTS tester • 1 starter to timing console cable • 8 lap counters 	\$200	\$100
10 Touchpads with pad brackets (78" or 60" pads)	100	75
6 radios, 6 headsets, 1 charger	\$30	\$15
1 Timing Console (CTS-6 or CTS-5)	\$80	\$60
1 Infinity starter with tripod, 1 charger, 2 microphones	\$50	\$35
1 External speaker with 100 ft. cable	\$25	\$10
1 Mini Scoreboard with 100 ft. cable	\$70	\$35
20 buttons	\$30	\$20
8 lap counters	\$10	\$5
Daktronics 8 line scoreboard system (requires special approval to rent)	\$200	\$150

Terms & Conditions

- **Payment Terms:**
 - PVS registered clubs and organizations – Payment is due 10 days after conclusion of the rental.
 - Non-PVS registered clubs and organizations – Payment is due 10 days prior to scheduled start of the rental.

- Rental rates are subject to change at the discretion of the PVS Board of Directors.

Potomac Valley Swimming Equipment Rental Price List

As of 10/27/2013

- Equipment rentals may be requested by completing the PVS Equipment Rental Request Order Form at least 3 weeks prior to the dates of the desired rental. Please complete the on-line order form, save it as a PDF file and email it to the PVS Operations Vice Chair at: equipment@pvs swim.org. Equipment may be picked up the day prior to start of the meet. Equipment is due back the day after the meet. Equipment returned late will be assessed additional rental charges at full additional day rental rates. Equipment can be picked up and delivered back to the University of Maryland, Eppley Recreation Center, College Park, Md. between the hours of 9:00 AM and 4:00 PM Monday through Friday. Access to the equipment will be provided by Ms. Carrie Tupper who is the Associate Aquatics Director at the University of Maryland and the PVS Equipment Manager. Individuals picking up equipment should drive to the lower parking lot behind the Eppley Center. The equipment can be loaded into an appropriate vehicle at the double doors in the back of the building on the pool level. This is the same set of doors that athletes use to enter the building when PVS conducts a meet at the Eppley Center.
- If pads are rented they must be transported on a pad caddy. An enclosed truck with a cargo area at least 9 feet long is required to transport the pads and caddy. Suitable vehicles can be rented from numerous truck rental companies such as U-Haul and Budget Truck Rental. This requirement is necessary in order to avoid damage to the pads while being transported.
- PVS does not deliver or pick-up equipment for Club Sponsored Meets. The sponsoring club is responsible for all transportation of equipment.
- Equipment is expected to be returned in the same condition as when it was picked up. All equipment should be returned thoroughly dry. All cables and buttons should be neatly rolled up. Equipment returned wet or not properly rolled up will be assessed an additional \$100 cleaning charge which will be added to your bill.
- If any equipment is returned damaged or equipment is missing, the renting club is responsible for the cost of repairs or replacement at current day replacement prices. A bill for damages or missing equipment will be rendered to the renting club.
- PVS does not guarantee flawless performance of the equipment. Renting entities are expected to be able to properly setup and takedown equipment including interfacing PVS equipment with club owned meet computers and printers. While equipment will be checked out for proper operation before a rental, it is strongly suggested that renting entities setup and checkout equipment operation the day before a meet starts. PVS does not provide any troubleshooting services to resolve equipment problems while it is out on a rental.
- PVS does not rent meet computers, printers except printers for timing console hookup or meet boxes. Clubs are expected to use their own computers, stop watches and meet supplies for a meet.
- Equipment rentals may be denied to any club or organization that has outstanding and overdue financial obligations to PVS or has shown disregard for care of PVS equipment during prior rentals.

PVS rents equipment as a service to PVS and non-PVS clubs and organizations. Rental rates are intended to recover a portion of the significant cost associated with offering a rental program. In addition to the cost of equipment, PVS must pay for storage, employ an equipment manager to care for and maintain the equipment, pay for insurance and administer the program. While PVS plans to continue providing this service for the foreseeable future, clubs are encouraged to purchase their own sets of equipment and take advantage of the PVS equipment purchase subsidy program. Under this program, PVS clubs can buy a set of equipment and PVS will pay for up to 50% of its cost.