

**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 10 Radios, Headsets & Charger

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

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**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](mailto: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 9/08/2017

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

**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 9/08/2017

- 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@pvswim.org](mailto:equipment@pvswim.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 addition day rental rates. Equipment can be picked up and delivered back to the former [Tysons YWCA](#) located at 8101 Wolftrap Rd., Vienna VA between the hours of 9:00 AM and 4:00 PM Monday through Friday. Access to the equipment will be provided by Karyn McCannon who is the PVS Equipment Manager. Individuals picking up equipment should park in the circle on Wolftrap Road. The equipment can be loaded into an appropriate vehicle at the double doors in the side of the building.
- 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.