



Equipment Rental Request Order Form

Renting Club/Organization Name: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone: _____

Meet Name: _____

Meet Dates: _____

Meet Location: _____

Equipment Pickup Date: _____

Approximate Pickup Time: _____

Equipment Return Date: _____

Approximate Return Time: _____

All renters must submit the PVS Equipment Rental Post Meet Report (<https://forms.gle/xgG1qRwib8P8aiFx6>) upon completion of the rental. This will be emailed to you once the rental is approved and it is also posted on the PVS website.

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 78" Pads (10 Lanes)

____ Long Course Setup Buttons Only (8 lanes)

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

____ Set of 10 Radios, Headsets, and Charger

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

INSTRUCTIONS

1. Please use this form to request rental of PVS timing equipment. Complete the form and send to the PVS Operations Vice Chair by email to: equipment@pvswim.org as soon as the dates of the desired rental are known but **at least 3 weeks** prior to the rental dates.
2. Upon receipt and review of your rental request, you will receive an email confirmation of the approval.
3. Please refer to the equipment rental price list below for information regarding pricing and the applicable Terms & Conditions of PVS equipment rentals. This information is also available at pvswim.org.
4. Please review carefully the terms and conditions that apply to this rental. **By filling out this form and placing the request, you are agreeing to abide by these terms and conditions and you are assuming responsibility for care and protection of the equipment for the duration of the rental including pickup and drop off.**
5. All renters must submit the PVS Equipment Rental Post Meet Report form upon the conclusion of their rental. This form will be emailed to you once the rental is approved and it is also posted on the PVS website.

TERMS AND 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.
 - All renters will be invoiced by PVS. The invoice will include payment instructions.
- Rental rates are subject to change at the discretion of the PVS Board of Directors.
- 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.
- A \$50 fee will be charged for rentals requests made less than 3 business days before the start of a meet. PVS does not deliver or pick-up equipment for Club Sponsored Meets. The sponsoring club is responsible for all transportation of equipment.
- Equipment Pickup and drop off:
 - The Equipment Storage Facility is located at the former [Tysons YWCA](#) located at 8101 Wolftrap Rd., Vienna VA.
 - Equipment may be picked up the day prior to start of the meet, Monday through Friday, 9:00 AM- 4:00 PM. Specific times will be coordinated with renting clubs by the PVS Equipment Manager, Karyn McCannon. Equipment is due back the day after the meet. Equipment returned late will be assessed additional rental charges at full addition day rental rates.
 - 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 located on this side of the building.
- Transportation of Touchpads
 - If touchpads are rented, they must be transported on a touchpad caddy. An enclosed truck with a cargo area at least 9 feet long is required to transport the touchpads 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 touchpads during transportation.
 - If the rental includes touchpads that do not fit on the caddy, please put a towel (or something similar) on the truck bed and then place the touchpads face down onto of the towel, ensuring that none of the cords are crimped underneath.
- Equipment is expected to be returned in the same condition as it was when received.
 - Harnesses, cables, cords, etc. should be rolled separately and neatly.
 - Buttons should be tied in loose bundles of 10 each.
 - All equipment should be returned thoroughly dry.
 - Any malfunctioning equipment should be marked with blue painter's tape. Please do not put tape on the surface of the touchpads.
 - **Clubs who return equipment not in the same condition it was received will be assessed an additional \$100 cleaning charge. An additional invoice will be generated for this charge.**

- 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. An invoice 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, USB-to-RS232 serial converter cables (timing console to computer), 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.

EQUIPMENT PRICE LIST

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 • 2 Infinity Starters with 1 tripod, charger, external speaker with 100 ft. cable, 2 microphones • 10 touchpads (78") with standard pad brackets • 1 ten lane prime & backup harness set • 1 mini-scoreboard with 100 ft. cable • 20 buttons • 10 radios, headsets & charger • 1 CTS tester • 1 starter to timing console cable • 8 lap counters 	\$360	\$150
Full Short Course Setup with Pads for 10 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 • 12 touchpads (78") with standard pad brackets • 1 ten lane prime & backup harness set • 1 mini-scoreboard with 100 ft. cable • 24 buttons • 10 radios, headsets & charger • 1 CTS tester • 1 starter to timing console cable • 10 lap counters 	\$400	\$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 touchpads (78") with standard pad brackets • 2 ten lane prime & backup harness sets with 1 x 50 meter harness extension • 1 mini-scoreboard with 100 ft. cable • 36 buttons • 10 radios, headsets & charger • 1 CTS tester • 2 starter to timing console cables • 8 lap counters 	\$480	\$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 • 20 buttons • 10 radios, headsets & charger • 1 CTS tester • 1 starter to timing console cable • 8 lap counters 	\$240	\$100

A la Carte Equipment	Rental Rates	
	First Day	Additional Days
10 Touchpads with pad brackets (78" or 60" pads)	\$120	\$75
10 radios, 10 headsets, 1 charger	\$36	\$15
1 Timing Console (CTS-6 or CTS-5)	\$96	\$60
1 Infinity starter with tripod, 1 charger, 2 microphones	\$60	\$35
1 External speaker with 100 ft. cable	\$30	\$10
1 Mini Scoreboard with 100 ft. cable	\$84	\$35
20 buttons	\$36	\$20
8 lap counters	\$15	\$5
Daktronics 8 line scoreboard system (requires special approval to rent)	\$300	\$150