



Starlab Rental Agreement

- 1) The Renter and the User of Starlab must be a responsible adult who has been trained in the use, maintenance and safe handling of the Starlab equipment. Proof of Starlab Training will be required before a Starlab Rental can be approved. The Starlab equipment may not be lent out to or used by any other party or organization without prior consent of Raritan Valley Community College (*RVC College*).
- 2) Starlab should be stored in a locked room at a temperate between 60 and 75 F. **Starlab MUST NEVER be left in car!**
- 3) The Renter and their employer are responsible for the Starlab equipment while in their possession. Insurance coverage for transportation, equipment and liability is the responsibility of the Renter and/or Renting Organization. For detailed Starlab set-up and care instructions see the Starlab manual inside the projector box. See reverse side for additional cylinder care instructions.
- 4) The Renter agrees to pay the appropriate Rental Fee to RVC College:
 \$350 per week
 \$250 per week for additional weeks
 Additional \$75 per week surcharge for FiberArc Starlab Projector
- 5) The Renter is responsible for all transportation to and from RVC College.
- 6) The Renter (or a designee) must pick up the Starlab from RVC College on Friday between 10 AM and 4 PM. The Starlab must be returned to RVC College on the Monday following the completion of the weekly rental between 10 AM and 4 PM.
- 7) Starlab must be set-up in an appropriate location. **Starlab must NEVER be set up outside!** The room must have a minimum 20 x 25 foot floor space and an eleven foot ceiling WITH NO HANGING LIGHTS or other objects that will hit the dome. (A gym, stage or multi-purpose room works well.) The floor should be clean of dust and grit (it should be swept, and/or mopped prior to setting up Starlab).
- 8) The Renter must inform RVC College of any problems, damage, repairs or replacements made during the Starlab Rental (e.g., changing of fuses and bulbs, patching of holes).

I have read the above Starlab rental Agreement and agree to be bound by its terms. I will assume full responsibility for any loss or damage to the materials borrowed, as determined by RVC College staff.

Signature

Date

Starlab Cylinder Care Instructions

- 1) The Starlab Cylinders are very fragile. Please handle with care.
- 2) Never leave cylinders lying loose on the floor when they are not in use. These should always be stored in either the cylinder or projector case.
- 3) Never touch the cylinders without first putting on cotton gloves; these are included in yellow box.
- 4) When changing cylinders on the projector, always hold cylinders by the edges. Never hold cylinders by the sides as they can dent very easily.
- 5) Never allow students to handle the cylinders.
- 6) Damage to cylinders will result in school being responsible for replacing cylinders. Cost of replacement depends on the type of cylinder and is between \$650 and \$1,200.