



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:
\$400 per week (*\$300 per week between June 1 and December 1*)
\$300 per week for additional weeks (*\$200 per week between June 1 and December 1*)
- 5) The Renter (or a designee) is responsible for all transportation to and from RVC College. The Starlab equipment consists of 2 heavy boxes and a large duffle bag, plus any additional cylinders that were requested. The person picking up and dropping off the Starlab must bring a vehicle that is large enough to accommodate the equipment. An open cab pick-up truck is not allowed for transporting the equipment. It is the responsibility of the renter, or designee, to carry the equipment to and from their vehicle.
- 6) The Renter (or a designee) must pick up the Starlab from RVC College at their designated time as stated in their confirmation letter. The Starlab must be returned to RVC College at their designated time as stated in the confirmation letter. If you arrive outside of your designated date and time, your Starlab will not be available.
- 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 Starlab rental Agreement, including the Cylinder Care instructions on the reverse side of this 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 ranges between \$650 and \$1,200.
- 7) Never leave the cylinders in a hot car.