

Equipment Checkout Request Form & Liability Policy

(6/16/2008 Revision)

Outdoor Club Member:

Please fill out this form for any equipment you would like to request to borrow from the SFEA Outdoor Club. This can be done electronically by saving to your hard drive, opening, and fill out your request and emailing a copy to club librarian, Steve Sewell at Steve.sewell.gyoi@statefarm.com; OR print and send through interoffice on M-4; OR call work (309) 763-2630 / home 662-3681.

(Suggestion: Turn MS Word's Insert OFF when electronically filling out)

Member's Name (print): _____

Employee's: Building/Floor: _____ Ext.: _____

SFEA #: _____ Member's Home Phone: _____

Member's Home Address: _____

Your Requested Item(s): (Indicate numeric quantity by items desired)

(One available unless otherwise stated; see inventory list for details)

Requested Checked Out Date: _____

Requested Return Date: _____

Shelters/Tents:

- _____ Large Shelter (10'x20')
- _____ Screened Gazebo with Rain Fly & Awning (13-ft. x 15-ft.)
- _____ Eureka Dome Tent (42 sq ft)
- _____ Sir Edmund Hillary -Santa Fe Dome Tent (71 sq ft)
- _____ Winnebago Dome Tent (100 sq ft)
- _____ Tent Stake Mallet & Stake Extractor
- _____ Extra 10" Tent Stakes *(set of 8)*

Cooking:

- _____ Electric Ignition 2-Burner Coleman Propane Stove
- _____ 2-Burner Coleman Whit Gas Stove (included fuel bottle w/ faucet)
- _____ Pans: 2.5 qt stainless steel
- _____ Pans: 1 qt. non stick
- _____ Pans: Small fry pan non stick
- _____ Pans: T-Fal 5qt pot non-stick
- _____ Pans: T-Fal small fry pan non-stick
- _____ Cast-Iron Dutch Oven w/ Case & Cleaner/Conditioner
- _____ Lid Lifter for Cast-Iron Ovens & Pan Lids
- _____ Rome's Non Stick Pie Iron *(total of 2 available)*
- _____ Silver Case with White Coffee Pot and supplies
- _____ Stainless Steel Coffee Pot

Global Positioning System:

- _____ GPS System & Accessories *(total of 2 available)*
- _____ GPS - Vehicle Mounting Bracket
- _____ GPS - Magellan SporTrak Instructional Video
- _____ GPS - Power Cable w/ Cig. Ltr. Adapter
- _____ GPS - USB Serial Accessory Adapter

Training/Media:

- _____ Canoe Basics Video (VHS, DVD)
- _____ Grand Canyon Backpacking (CD Power Point)
- _____ Trailer Life Directory (book)
- _____ Wilderness First Aid Teaching Package with DVD
- _____ Travel Light - Eat Heavy (book)
- _____ The Complete Guide to Geocaching (DVD)

Dry Bags:

- _____ Large Green Dry Bag w/ shoulder straps
- _____ Large Orange Dry Bag w/ shoulder straps
- _____ Medium Orange Dry Bag w/ shoulder straps
- _____ Small Blue Dry Bag *(total of 5 available)*

Miscellaneous:

- _____ Coleman 2-Mantle Lantern (included fuel bottle w/ faucet)
- _____ Black Game Case (Bingo, Kites, Puzzles)
- _____ Volley Ball & Net, tie downs (polls separate from case)
- _____ Washers Game (include 4 sets of color washers and directions)
- _____ Outdoor First Aid Kit - (188 pc)
- _____ Soft Side Cooler (7" dia opening x 16" deep)

NOTE: If we don't have what you need, check out ISU Recreation Services (<http://www.rec.ilstu.edu/>). They have equipment they rent to the community under the link *Outdoor Adventure Rental*

Fill Out During Check OUT Time:

Serving Officer: _____

Actual Check Out Date: _____

Agreed of Return Date: _____

Person Receiving Items: I have received the above marked items in good, clean, dry, complete, and working condition. I have also read and agree to the liability policy explained on the next page.

Signed: _____ (person receiving items)

Fill Out During Check IN Time:

Actual Return Date: _____

Serving Officer: Have the above items have been returned in good, clean, dry, complete, and working condition? **Yes / No** (circle one)

Note any comments or concerns: _____

Signed: _____ (serving officer) Date: _____

Signed: _____ (person returning items) Date: _____

SFEA Outdoor Club Good Neighbor Liability Policy

General Statement: All SFEA Outdoor Club Equipment is free to be used by current SFEA Outdoor Club members. Due to the low budget from which the club operates, you may be liable for equipment to be returned in good, clean, dry, complete, and working condition to an SFEA Outdoor club officer. Just as if you were to borrow something from a good neighbor, you will want to make right things that happen within and outside of your control. All incidents will be explained to the Outdoor Club Board of Director to assess any situation in a fair manner. Liability for the equipment itself will not exceed current replacement value. The SFEA Outdoor Club and any associated affiliates are released of any claims arising from your or anyone in your party use of club owned equipment.

Additional Charges: You will be assessed charges for equipment that is returned excessively dirty, damaged, lost, or destroyed. Arrangements are possible to correctly repair or replace by you.

Cleaning Charges: Cleaning fees will be assessed if you return equipment that is deemed excessively dirty or not dry (tents/shelters) by the club's officer. You have the option to clean (dry) the equipment before returning it.

Damage Charges: Charges will be assessed on all equipment that is returned damaged. Damages include things like lost tent stakes, burn holes, bent poles, damaged zippers, rips and tears, scratches and dents, and missing parts. Avoid damage by taking care of the equipment and using it responsibly.

Lost or Destroyed Replacement Charges: If equipment is lost, destroyed, or damaged to the point it is deemed destroyed by the SFEA Outdoor Club Board of Directors, you will be charged to replace the item. You will be charged the replacement price value and not its depreciated value.

Equipment Use Release: I assume full responsibility of the SFEA Outdoor Club equipment used by myself or those in party that is checkout out to me. I RELEASE from liability State Farm Mutual Automobile Insurance Company, its subsidiaries and affiliates, including the State Farm Employees Association, its officers and directors acting within the scope of their authority, from any and all claims arising from any injury, loss, damages, instruction, or expenses that I, or a someone in my group may incur as a result of use of any SFEA Outdoor Club owned equipment. I understand that this RELEASE does not release State Farm from any contractual obligation arising from its position as the liability insurer for a negligent party. I represent that I am of lawful age and of sound mind, and have read and understand this RELEASE.

Hints and Tips For Caring for SFEA Club Owned Equipment.

Shelters/Tents:

- In addition to stakes at the base of the tent or shelter, be sure to appropriately stake down with stakes and guy line at a 45 degree angle to help avoid damage by high winds;
- Pull tent stakes out with something other than the tent material for material will tear like a loop of rope (be sure not to hammer stakes so far into the ground you can't easily get a hold of the top of the stake. A loop of rope would work well if stakes are not hammered in too far;. Some mallets double as a stake puller.
- If ground is too hard from being dried and baked by the sun and making it difficult to push or hammer in stakes, pour a half a gallon of water on the ground in the place you want a stake. If after waiting a couple of minutes to soak in and it still does not work try a different spot.
- Clean out any loose dirt from inside tent;
- Don't put tent away wet for more the 24 hrs. Sometimes you have to take down in the rain, just hang in the garage or set up at home to dry;
- Keep at least 20 feet from a "normal" camp fire;
- Follow provide directions for setting up, taking down, and storing
- Unzip the door all the way prior getting in and out. Also make sure doors and windows are all zipped up prior to staking down. This will help avoid undo stress on zippers.

Cooking:

- Thoroughly clean after every use with mild soap, and wash cloth. Use not harsh abrasives or scrap with metal objects.
- Use only cleaner and conditioner provided for cast-iron
- Pie Irons can not be left unattended in/above fire or coals. Aluminum will melt if it gets hot enough. If you don't burn your food to an all black charcoal, you should be fine.
- Coleman Stove: Make sure Coleman Stove, propane tank, and connecting pipe are well supported. Take an extra tank in case the first one runs out.
- White Gas Stove: Fill aware from flames and wipe any excess gas off service to avoid fire in unwanted areas

GPS:

- Gently tighten the battery compartment screw;
- Gently connect any adapters
- Be careful and not drop this electronic device,
- Keep locked up in safe place when not in use;
- Be careful to not scratch Topo Map CD;
- Take at least 2 extra AA batteries

Training/Media:

- Keep out of direct sunlight or hot vehicles;
- Avoid scratches

Dry Bags:

- Even though the material is fairly tough, still avoid potential punctures;
- Avoid Over stuffing
- Using something soft on top for best seal

Miscellaneous:

- Keep clean and organized;
- First Aid: No need to replace a few used items, just notify items used and club will replace