



The Residence Hall Association Rental Process



What changes have been made?

Changes Made

- Updated Qualtrics Form
- New Digital Documents
- New Pickup/Return System
- New Calendar System
- New Rental Guidelines

Still The Same

- FREE Access for Res Life Affiliates and Hall Councils
- Student Organizations can Rent Equipment at a Price
- Located in the LLC
- Same Website, Ohiorha.org
- Same Equipment Available

New Qualtrics Form and Digital Documents

Qualtrics Form

- New form on the website titled, RHA Rental Form 24'
- FILL THE WHOLE FORM OUT & PRESS SUBMIT
- Received an Email for Confirmation

Digital Documents

- New Price List for any Student Organization to rent our equipment!
- New Digital Paperwork given to renters!
- Check your Emails often!

New Pick up/Return System

Once you email the signed digital documents, the equipment rented for your event will be placed in the LLC storage closet that **Prostaff** has access to! From there, they can pick up the equipment and return it back to the storage closet for when they scheduled to. All equipment should be returned **within 48 hours** of the event. You will still be responsible for returning equipment clean and at the scheduled time wrote down.

New Calendar System

When you rent equipment, that equipment will be booked on our **New Public Calendar System!** The date will be labeled along with the group associated and how long it will be before the equipment is returned. This way, everyone can see what equipment is and isn't available before requesting!

This is in progress and will be coming soon!

New Rental Guidelines

Renters are responsible for the following:

- Returning Equipment clean and working
- Picking up and Returning Equipment when scheduled
- Keeping contact with the VP of Student Services
- Hall Council's must have voting rights in RHA*

If any of the following guidelines are broken, it could result in a penalty.

Examples include but are not limited to:

- \$25 fine for returning dirty equipment
- Replacement fines of equal value for lost/broken equipment
- Written warning for missing equipment pick up/ return
- Probation determined by RHA Executives for any offense as seen fit

How the process works:

- Fill out the **Rental Form** on the ohiorha.org website **FULLY**
- **Digital Documents** will be emailed to you and must be sent back filled out **FULLY within 24 hours of receiving the email**
- Equipment will be ready in the LLC storage closet for pickup at the specific chosen time
- **Email Confirmation** of obtaining equipment to the VP of Student Services
- Your event!!
- Equipment will be returned clean and working to the LLC storage closet at the specific chosen time
- **Email Confirmation** of returning the equipment to the VP of Student Services

Failure to follow all these steps will result in penalties as seen fit by RHA executives or denial of rental use

For Student Organizations

- Fill out the Rental Form on the ohiorha.org website **FULLY**
- Schedule a pick up and drop off time with the VP of Student Services
- **Digital Documents** will be emailed to you and must be sent back filled out **FULLY within 24 hours of receiving the email**
- Get our account number from our VP of Finances
- **Email Donna Black in CSLE** saying you want to transfer money from your account to ours
- **Attend** the scheduled pick up with the VP of Student Services
- Your event!!
- **Attend** the scheduled drop off with the VP of Student Services

Failure to follow all these steps will result in penalties as seen fit by RHA executives or denial of rental use

Have questions?

- Attend RHA's General Body Meetings!
 - Mondays @ 7pm in the LLC room 102/104
- Email the VP of Student Services or the President
 - Emails are located on ohiorha.org website