

Detroit Metro Skating Council

IJS Equipment Rental Procedures

1. Request DMSC IJS equipment temporary reservation via email to Jim Achtenberg, at jacht@umich.edu. Request should include the dates the system is needed, competition name, Technical Accountant name (from approved DMSC list) and location.
2. Confirmation of the temporary reservation will be returned via email.
3. Convert the temporary reservation to permanent status within 10 calendar days of the temporary reservation by downloading the DMSC IJS Equipment Rental Agreement, complete, sign and return to James Achtenberg, 17950 Mahrle Rd, Manchester, MI 48158, along with the \$100 non-refundable deposit. Checks made payable to Detroit Metro Skating Council (no credit cards).
4. Temporary reservations not converted to permanent status (step 3 above) shall remain at risk of being replaced by an alternate reservation.
5. Payment of the remaining rental fee (total fee less the \$100 deposit) should be paid prior to the start of the competition.
6. Total rental fee is the first day fee, plus \$100/day after the first day.
First Day Fee:
 - a) DMSC Member Clubs: \$200.00
 - b) Non-DMSC Member Clubs: \$400.00
7. Fees, with the exception of the \$100 non-refundable deposit, will be refunded for cancelled reservations only if requested 30 days in advance of system delivery date.
8. The DMSC IJS equipment is NOT approved for commercial shipping. The DMSC will work with the renter to determine an acceptable method of delivery via Ledin Photo and Video, attending Officials, or other reliable party. Only the DMSC approved Technical Accountant may transport the system as checked luggage on commercial airline flights.
9. The renter assumes responsibility for the equipment and any damage to it while in their possession.
10. Renter is responsible for set-up of the DMSC IJS equipment and shall have at least one trained DMSC approved Technical Accountant on its officials' roster to set up, take down and operate the Equipment for the duration of the Rental Agreement. Under normal circumstances, the mini-system can be set up in about one hour. Please allow one hour after the competition ends for the technician to remove the equipment before any temporary structure/judges stand is dismantled.
11. Keep in mind that later competitions are relying on using the DMSC IJS Equipment. Proper setup, operation and take down will help ensure that the system is ready for the next event.
12. Any missing or damaged items will have to be replaced and will be billed to the LOC.