

# How-To Lend Material

If you have any questions, please contact us: [verleih@asta.rwth-aachen.de](mailto:verleih@asta.rwth-aachen.de)

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You are a student initiative? To support your events and activities you have the possibility to borrow equipment from the ASTa. This offer is free for accredited student initiatives only!

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## Lending material

If you want to lend some of the material of the ASTa, please proceed in the following way:

### Step 1 - List

See if what you want to borrow is included in the list below. If not, you are still welcome to write an e-mail to us and ask, and we may be able to refer you to other places.

### Step 2 - Contact us

Lending material from the ASTa is coordinated by the department for culture of the ASTa. If you find something you want to lend, please write an e-mail at least one week before the lending date to [verleih@asta.rwth-aachen.de](mailto:verleih@asta.rwth-aachen.de) including the following information:

- responsible person and contact information (Mail address, mobile number)
- name and address of your initiative
- Items you want to lend
- lending period
- pick up and bring back times (pick up between 10-12am and bringing back 12-2 pm)

You will then receive feedback from the ASTa rental service as to whether the items are available for loan and how much the deposit may be.

### Step 3 - pick-up

Please be on time at the agreed day between 10-12 am. When you pick up the items, you sign the rental contract with the ASTa and if needed pay the deposit. The contract is printed out by the ASTa and signed by the responsible person. The deposit must be brought along appropriately.

### Step 4 - return

Please be on time at the agreed day of return between 12 and 2 pm. When returning the items make sure they are clean, dry, and correctly packed. If everything is correct, you will get your deposit back directly. Should there be any deficiencies, it will cost you 25€ per hour of work that the ASTa needs to make sure the items are back in a condition, in which they can be lend again. The ASTa reserves the right to offset the amount of damage against the deposit or to issue an invoice and request of payment for further damages or losses.

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#### Disclaimer:

Binding information is provided by the responsible offices in the ASTa. The ASTa and the editorial staff are not liable for the contents of this information sheet.

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### List of AStA-Material (as at 01.2014)

\*Lending prices are only due for non-accredited initiatives

	Available	Packaging Size	Deposit* (per Pkg)	Rent* (per Pkg)
<b>Outdoor Material</b>				
Pavilion 3x3m	4	1	50 €	5,00 €
Pavilion 3x6m	2	1	50 €	5,00 €
Beer tent set (1 table, 2 benches)	16	1	5 €	2,00 €
Belt posts/passenger guidance system	8	8	50 €	4,00 €
<b>Presentation utensils</b>				
Projector	1	1	50 €	5,00 €
Presentation Case	5	1	50 €	2,00 €
<b>Cash desk</b>				
Cash Box	on request	1	10 €	2,50 €
Money counter - Coins	1	1	50 €	5,00 €
Money counter - bills	1	1	50 €	5,00 €
<b>Transport material</b>				
Euro folding box(40x60)	5	1	5 €	2,00 €
Rolling board	2	1	25 €	5,00 €
Tension belts	on request	1	2 €	1,00 €
<b>Tableware</b>				
Knives	400	100	5 €	1,25 €
Forks	400	100	5 €	1,25 €
Teaspoons	400	100	5 €	1,25 €
Tablespoons	300	100	5 €	1,25 €
Flate Plates	400	50	10 €	2,50 €
Deep Plates	450	50	10 €	2,50 €
Cup	350	70	10 €	2,50 €
Reusable plastic cups	>1056	352	10 €	2,50 €

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	Available	Packaging Size	Deposit* (per Pkg)	Rent* (per Pkg)
<b>Catering utensils</b>				
Party pot	2	1	25 €	5,00 €
Mulled wine/water heater (6l)	2	1	50 €	10,00 €
Mulled wine/water heater (20l)	4	1	50 €	10,00 €
Round filter coffee machine (10.5l)	2	1	50 €	10,00 €
Coffee dispenser	2	1	25 €	5,00 €
Freezer	1	1	50 €	20,00 €
<b>Electronic devices</b>				
Schuko extension cable	on request	1	10 €	2,50 €
Multiple plug	on request	1	2 €	1,00 €
Battery spotlight, small	2	1	50 €	5,00 €
Battery spotlight, large	1	1	50 €	5,00 €
TourLEDs	8	4	50 €	15,00 €
Microphone stand	1	1	5 €	2,00 €
Audio cable (XLR, jack, ...)	on request	1	2 €	1,00 €
Walkie Talkies	13	4	50 €	10,00 €

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