



Sektionen för Arkitektur och Industridesign
inom Teknologkåren vid Lunds Tekniska Högskola

POLICY FOR RENTING THE A-GUILD'S INVENTORY

I. Formalities

I.1 Purpose

The A-guild has a number of inventory items available for lending and rental. These items have primarily been acquired to support the Section's activities but can also be rented out to other organizations and individuals. This policy document outlines how the inventory should be managed and what happens in case of potential damage or loss.

I.2 Scope

The equipment available for rental in this document includes:

- DSLR Camera
- Soundboks
- Other

I.3 Cost

The Section's committees may borrow inventory free of charge if used for Section activities. If an external organization or an individual wishes to rent an item, a contract must be signed with the caretaker or a board member.

I.4 If Something Breaks

If an item is damaged during use, the caretaker and/or the chairman must be contacted, and the damage documented. If the damage results from non-compliance with regulations or the rental contract, the responsible party may be liable for compensation and may lose the right to rent/borrow inventory in the future. If the damage is considered normal wear and tear, the Section will cover the replacement costs.

2. DSLR Camera

2.1 Usage Guidelines

The A-guilds camera equipment must be stored in the A-section's boardroom. After use, the camera equipment must be returned in the same condition as it was lent out.

During photography, the responsible user is allowed to take the SD card home for secure data transfer. The memory cards must be formatted after use.

The camera user must not be intoxicated and must be deemed capable of handling the camera and its accessories responsibly.

2.2 Inventory

- Camera - Canon EOS R10
- Lens - RF-S 18-45mm F4.5-6.3
- Battery and charger
- SD card
- Camera bag

3. Soundboks

3.1 Usage Guidelines

The A-section has two Soundboks speakers available for lending and rental, named RitA and KirA, which are stored in the A-guilds storage room.

After use, the Soundboks speakers and accessories must be returned to the storage room in the same condition as they were lent out, and used batteries must be placed on charge.

3.2 Inventory

- Soundboks Gen. 3 (RitA)
- Soundboks Gen. 1 (KirA)
- 2x Batteryboks Gen. 3
- Batteryboks Gen. 1 (Note: only for KirA)
- Backpack
- 2x Water protection covers
- 3x Chargers

4. Other

4.1 Usage Guidelines

The Section also owns other inventory items that may be available for rental upon request. The caretaker and/or the Board are responsible for ensuring that the responsible user receives adequate training on how to use the equipment, as well as the applicable usage guidelines.