



Massachusetts USA Gymnastics
2016-2017 State Equipment Request Form

Event: _____
 Dates: _____
 Location: _____

Host Club: _____ Club # _____

Meet Director: _____ USAG# _____

Email: _____ Cell Phone: _____
 Alternative Phone Number: _____

Please initial that you have read and understand the following:

- _____ I understand that I am responsible for paying the rental fee as well as the freight (invoiced directly by DGS) for the Massachusetts state equipment.
 Rental fee is billed based upon the number of days that competition is taking place and is payable to Mass USAG.
 Rental fee: 2 days = \$2600.00, 3 days = \$3600.00, 4 days = \$4100.00
- _____ I understand that if I would like to request an equipment set up person (provided by the state), I am responsible for paying the cost incurred of \$300.00. I will pay the equipment manager directly, at the conclusion of the set up or breakdown by cash or check.
- _____ I understand that I am required to hire a breakdown person at a cost of \$300 (provided by the state, payable directly to the breakdown person) to ensure that the truck is packed correctly.
- _____ I understand that if I am hosting a state meet, there is no rental fee for equipment, the state covers the cost of the freight, but I am responsible for paying the state equipment manager directly for set up and breakdown on the date of the set up or breakdown.
- _____ I understand that I must supply an event crew of adults (15 preferred) to unload, set-up, breakdown, and reload all equipment and mats under the supervision of the state equipment manager. If there is minimal event crew for either set up or tear down (less than 12 adults), additional labor charges will apply at the rate of \$25.00 per hour/per person less than 12 adults.
- _____ I understand that if any items are not returned to the truck, I will automatically be billed for the cost of their replacement.
- _____ I understand that I am required to wash the mats upon truck unload, and vacuum floor exercise carpet and both runways at the conclusion of my event.
- _____ I understand that if the above procedures are not followed, and if the equipment is not returned in the same condition in which it was received, I may not be allowed to rent the equipment in the future.

Meet director: _____ Date: _____