

## X-C Skis & Snowshoe Sign-Out Procedure:

- X-C Skis & Snowshoes may be signed out and returned only during the following hours:

Monday –Thursday: 8 a.m. to 7 p.m.

Fridays: 8 a.m. to 4 p.m.

You may call the front desk at 635-1485 on weekends to see if sign-out is available.

- X-C skis & snowshoes can be signed out over a weekend/break period but are to be returned on the first working day immediately following.
- X-C skis & snowshoes must be returned within the designated hours. If they are not returned to the office by 6 p.m. Monday through Thursday or Fridays by 4 p.m., there will be a \$5.00 per day late charge assessed to your college bill.
- X-C skis & snowshoes left at the front desk will be subject to a \$50 fine.
- If X-C skis or snowshoes are not returned after 14 days, a \$400.00 replacement fee per pair will be charged to your college bill.

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I \_\_\_\_\_ have borrowed \_\_\_\_\_ pair of x-c skis/snowshoes from the Johnson State College, SHAPE Facility. In doing so, I recognize that I am obligated to return them by the designated date and time. If I fail to return them, I understand that there will be a \$5 per day late charge. If I fail to return them to the SHAPE Office, I understand that there will be a \$50 penalty. If I fail to return them for whatever reason after 14 days, I understand that I will be charged, through the Business Office, \$400 per pair as a replacement fee.

Signed \_\_\_\_\_  
(Student, staff, or faculty borrowing snowshoes or skis)

Off-campus

Address: \_\_\_\_\_

On-campus Box Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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X-C Ski/Snowshoe ID #: \_\_\_\_\_

Return Date: \_\_\_\_\_ by 6 p.m. (4 p.m. on Fridays)

Signed Out By: \_\_\_\_\_ Date: \_\_\_\_\_

Returned: \_\_\_\_\_

Signed in by: \_\_\_\_\_