

NU-LED Instrument Leasing Policies

(Updated 12/14/18)

The ability to rent instruments from NU-LED is at the discretion of NU-LED staff. If we feel that the policies listed below are being abused, we retain the right to restrict students/staff/faculty from renting instruments in the future.

1. Instruments are to be returned in the same condition that they were in when they left the NU-LED facility. For this reason, NU-LED charges a flat fee for any instrument rental regardless of the amount of time the instrument was rented for. This fee covers the staff time required by NU-LED staff to check to condition of the instrument pre/post rental. For capital equipment, the fee is \$100. For non-capital equipment the fee is \$50.
2. Repair or replacement costs for instruments that were damaged due to negligence or misuse by the lessee will be **paid for by the associated faculty or research center**. We request that anyone who does not feel comfortable using an instrument request training from the NU-LED staff prior to leasing.
3. Note that NU-LED staff is available to help in-situ with using an instrument although a corresponding labor charge of \$100/hr will be charged.
4. Instruments are to be rented on a daily basis. Once the instrument leaves the NU-LED facility, it is considered to have been **rented for a full day**. Please see the individual instrument pricing policies for the daily rate. Instruments must be returned to the NU-LED facility **before 10AM** of the day following the agreed upon instrument leasing time. If it is returned after 10AM, the instrument will be considered to have been rented for an additional day.

If there are extenuating circumstances (e.g., class schedule) that do not allow the instrument to be returned before 10AM, please contact NU-LED staff in advance to make alternate arrangements for returning the instrument. If no staff member is present in the facility when attempting to return an instrument, this is considered an extenuating circumstance. Please email a staff member as soon as possible, to schedule a return time.

5. If your reservation ends on a Friday, the instrument must be returned before **Friday 4PM** otherwise the instrument reservation will be considered to have been extended through the weekend. Note that the normal daily rate will be used for Saturday and Sunday. If there are extenuating circumstances (e.g., class schedule) that do not allow the instrument to be returned before 4PM, please contact NU-LED staff in advance to make alternate arrangements for returning the instrument.

6. Instrument reservations cannot end on a weekend (Saturday or Sunday) as there will be no staff members present to receive the instrument.
7. A reservation can be extended without returning the instrument, but please contact NU-LED staff as far in advance as possible. If another customer has already requested to rent the same instrument during the requested extension period, an effort to appease both parties will be made. However, instrument rentals are on a first request basis, so whoever makes the request first will receive priority.
8. Billing/reservations for instrument leasing is done through NUCORE. Lessees must have an active chartstring available on their NUCORE account to be able to reserve an instrument.
9. The reservation on NUCORE will be performed by a NU-LED staff member at the time the instrument leaves the facility. To request an instrument rental, please contact NU-LED staff by email or by coming to the shop (Tech NG36). They will enter a reservation on NUCORE for the instrument based on the expected time the instrument will be outside of the shop. If the instrument is returned early, the reservation will be shortened accordingly.
10. To return an instrument, a staff member should be present to check in the instrument. This allows for accurate reservation timing. However, in unusual circumstances where no staff member is present, the instrument can be left in the shop to avoid a late fee or extra day of rental (if you have key access to the shop). If this happens please email the NU-LED staff with the time the instrument was returned to let them know that the instrument is back in the shop.