

Detroit Metro Skating Council

IJS Equipment Rental Procedures

1. Request DMSC IJS equipment temporary reservation via email to Jim Achtenberg, at jacht@umich.edu. Request should include the dates the system is needed (from delivery date through competition close), competition name and location.
2. Confirmation of the temporary reservation will be returned via email.
3. Convert the temporary reservation to permanent status within 10 calendar days of the temporary reservation by downloading the DMSC IJS Equipment Rental Agreement, complete, sign and return to Jim Achtenberg, 17950 Mahrle Rd, Manchester, MI 48158, along with the \$100 non-refundable deposit. Checks made payable to Detroit Metro Skating Council (no credit cards).
4. Confirmation of the permanent reservation will be issued via e-mail.
5. Temporary reservations not converted to permanent status (step 3 above) shall remain at risk of being replaced by an alternate reservation.
6. Payment of the remaining rental fee (total fee less the \$100 deposit) should be paid prior to the start of the competition. Equipment will not be released for use at the competition until complete payment is received.
7. Total rental fee is the first day fee, plus \$100/day after the first day.
First Day Fee:
 - a) DMSC Member Clubs: \$400.00
 - b) Non-DMSC Member Clubs - \$500.00
8. Daily rental fee commences on the date delivery is requested and extends through to the end of the competition. Rental fees are due as described in the Reservation Process section above.
9. Fees, with the exception of the \$100 non-refundable deposit, will be refunded for cancelled reservations only if requested 30 days in advance of system delivery date.
10. The DMSC IJS equipment is NOT approved for commercial shipping. The DMSC will work with the User to determine an acceptable method of delivery via Ledin Photo and Video, attending Officials, or other reliable party.
11. The User shall be responsible for returning the equipment to the designated delivery party.
12. User shall be responsible for set-up of the DMSC IJS equipment and shall have at least one trained technician/systems specialist on its officials' roster to set up, take down

and operate the Equipment for the duration of the User Agreement. This technician does not have to be on the official US Figure Skating list of approved Systems Specialist, but must agree to this responsibility. Under normal circumstances, the mini-system can be set up in about one hour. Please allow one hour after the competition ends for the technician to remove the equipment before any temporary structure/judges stand is dismantled.

13. Keep in mind that later competitions are relying on using the DMSC IJS Equipment. Proper setup, operation and take down will help ensure that the system is ready for the next event.

14. The DMSC IJS equipment will come with a packet of documents. Please keep these documents with the system when you are finished with it for the next competition to use.

The documents include:

- a) An inventory checklist
- b) A basic setup guide
- c) A rink side procedure script
- d) Recovery procedures
- e) A “What to do if....” guide

15. Before unpacking the contents of each case, please observe how everything is packed and attempt to repack the system in the same manner.

16. Please use the inventory checklist to keep track of each item while in use and check off each item when repacking the system.

17. The responsible technician should sign for the inventory before unpacking the equipment and again after take down and repacking so that all equipment can be accounted for.

18. Any missing items will have to be replaced and will be billed to the LOC.

19. Run the cables as neatly as possible and in a place where they will not be stepped on, tripped over, or kicked by the judges under the table.

20. There is screen cleaner with the system. Please use these to keep the touch panels clean. Also, encourage the judges and technical panel to use a pencil eraser instead of their fingers to operate the panels. Never use a sharp item such as a ball point pen on the touch panels!