



JAMHURI YA MUUNGANO WA TANZANIA
WIZARA YA ELIMU, SAYANSI NA TEKNOLOJIA
MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI



**SPORTS, GAMES AND RECREATIONAL POLICY AND GUIDELINES (REVISED
EDITION, 2021)**

(Made under Article 30(2) of the MoCU Charter, 2015)

JUNE, 2021

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FOREWORD

Moshi Co-operative University (MoCU) has been organising sports, games and recreational activities for both its staff and students. However, the sports and recreational policy available as well as the department dealing with sports and recreation were limited to students only. Several efforts have been made to curb the situation including the reform of the sports and recreation department. The review of

the available sports and recreation policy is another milestone taken by the University to ensure there is a formal, holistic and systematic framework for the development of sports, games and recreational activities across the University community. Preparation of this Policy and Guidelines has taken into account the fundamental value of sports, games and recreational activities for the life of the MoCU staff, students, the community and the nation at large.

MoCU understands the role that sport, games and recreational play in our institution, as well as the defining role it plays in shaping and influencing our identity as individuals and as a higher learning institution. It is also understood that sports, games and recreational activities play a role in more practical terms, as a mechanism to uplift and empower, as an opportunity to enrich day-to-day life, as a means to physical and mental healthy living and as a profession for those with the ability and talent to achieve success at the highest level.

The wide-ranging benefits of sport, games and recreational include its long-term physical and mental health benefits, its capacity to strengthen relationships among MoCU staff and students as well as its communities, its economic potential and its impact on community wellbeing. It is an institutional obsession that brings people from different backgrounds together to support their sporting heroes. It is a source of national pride, and it builds social and cultural bridges by bringing Staff from within and from other institutions to compete with and against each other.

The University Sports, Games and Recreational Policy and Guidelines therefore incorporate mechanisms to support the competitive sports individuals and teams that can become our sports and recreational ambassadors; it develops a pipeline of sporting excellence and promotes participation in recreational activities with the view of uniting our staff and students behind our sports teams.

Prof. Alfred S. Sife
Vice Chancellor

LIST OF ABBREVIATIONS

DVC AF	Deputy Vice Chancellor Administration and Finance
FASU	Federation of Africa University Sports
FEAUS	Federation of Eastern Africa University Sports
KICoB	Kizumbi Institute of Co-operatives and Business Education
MoCU	Moshi Co-operative University

MUCCoBS	Moshi University College of Co-operatives and Business Studies
PEP	Post Exposure Prophylaxis
SHIMMUTA	Shirikisho la Michezo la Mashirika ya Umma, Taasisi za Serikali na Makampuni Binafsi Tanzania.
SUA	Sokoine University of Agriculture
TCU	Tanzania Commission for Universities
TUSA	Tanzania Universities Sports Association

DEFINITION OF KEY TERMS

Doping	Means the use of substance or technique to illegally improve athletic performance.
Equipment	Means an object used to participate in sports, games or recreational activities. Example nets, balls, goals, shorts, tracksuits, T-shirts, tennis shirts, protective gear and sport shoes.
Facility	Means a building or place that provides a particular service or is used for a particular activity. Example basketball courts, swimming pools.
Games	Means a competitive activity or sport in which players contend with each other according to the rules agreed upon by all participants.
Post Exposure Prophylaxis	Means short course of HIV medicines taken very soon after a possible exposure to HIV to prevent the virus from taking hold in your body.
Recreational	Means activities done for enjoyment. For example, running, camping, cycling.
Sports Tutor	Means an officer of the University responsible for the training and care of staff and students in sports disciplines.
Sports	Include all forms of physical activities which through casual or organized participation aim at improving physical fitness and mental wellbeing, forming social relationships or obtaining results in competition at all levels.
University	Means the Moshi Co-operative University.

PART ONE

INTRODUCTION

1.1 Background

The history of the Moshi Co-operative University (MoCU) dates way back to 5th January 1963 when the then Co-operative College Moshi was established. The College's primary responsibility was training of human resource in the co-operative sector under the then Ministry of Co-operatives and Community Development. The College was subsequently established through the Co-operative College Act, No. 32 of 1964 (Repealed) as an autonomous institution with its own Governing Board. In 2004, the Co-operative College Moshi was transformed into MUCCoBS as the Constituent University College of Sokoine University of Agriculture (SUA) through the Government Notice Number 172 of 2004 (Repealed). MoCU came into being as a result of transforming MUCCoBS to a full-fledged University in September, 2014. The University is governed by its own Charter, made under the Universities Act, No. 7 of 2005. It was accredited by the Tanzania Commission for Universities (TCU) on 7th November, 2018.

MoCU is located in Moshi Municipality, on the foot of Mount Kilimanjaro along Sokoine Road. The University has an Institute located in Shinyanga Region along Tabora Road, namely Kizumbi Institute of Co-operative and Business Education (KICoB). In addition, the University operates 13 regional offices catering for all regions in Tanzania. These offices are in Mtwara (serving Mtwara and Lindi regions), Mbeya (serving Mbeya, Rukwa and Songwe regions), Kilimanjaro (serving Kilimanjaro, and Arusha regions), Shinyanga (serving Shinyanga and Simiyu regions), Mwanza (serving Mwanza, Geita, Mara and Kagera regions), Iringa (serving Iringa and Njombe regions), Dodoma (serving Dodoma and Morogoro regions), Coast (serving Coast, Dar-es-Salaam regions; Unguja and Pemba Islands), Singida (serving for Singida and Manyara regions), Ruvuma, Tanga, Tabora and Kigoma (serving for Kigoma and Katavi regions).

1.2 Vision

To become an academic institution committed to supporting co-operative and business development.

1.3 Mission

To promote sustainable co-operative and business development through quality training, research and advisory services.

1.4 Motto

“Ushirika ni Biashara”

PART TWO

POLICY RATIONALE, OBJECTIVES AND SCOPE

2.1 Rationale of the Policy

MoCU as an institution of higher learning in Tanzania apart from conducting teaching, research, and consultancy activities, it also run various sports and recreational programs for purpose of building health of its staff and students throughout her history of operation. Some of the sports and recreational activities that had been regularly organized within the University are such as Inter-classes competitions for students and inter-departments competitions for both students and staff. Outside MoCU the University has been participating in various sports and games competition organized by sports and games associations/federations in which MoCU is among the active member. These associations/federations are such as Tanzania University Sports Association (TUSA); Federation of the Eastern Africa Universities (FEAUS), Federation of African Universities Sports Association (FASU) as well as SHIMMUTA.

However in handling sports and recreation matters at the University there were no clear framework for its staff. The available sports department was limited to students only. Furthermore the available sports and recreational policy was also limited to students. To restraint this fault, the reform of the sports and recreation department took place on August 2020. According to the new reform, the department is now cut across both staff and students. To review the available policy is also of equal importance to ensure the policy and guidelines available cater for the need of both staff and students.

Moreover, regular involvement in sports and physical activities is fundamental to good health and wellness at all stages of life. Sports, games and recreational provide an important environment for the education and socialisation to both staff and students as well as valuable opportunities for personal enjoyment, social contacts and integration. It contributes essentially to the development and maintenance of democratic societies with active and productive citizens.

Furthermore, Sports and recreational play a major role in labour productivity and working performance. Staff and students productivity is linked to their body fitness and mental wellbeing of which results from well programmed sports and recreational activities at the University. The University that invests in sports and recreational is likely to see a sharp rise in work excellence, performance and physical fitness of her staff and students. It is imperative; therefore, the sports and recreational continue to be given the due recognition by the University in terms of policy and resources to facilitate its contribution to the energising of the staff and students.

2.2 Policy Objectives

2.2.1 General objective

To ensure staff and students participate in sports, games and recreational activities.

2.2.2 Specific objectives

- (i) To develop a healthy, disciplined, united and productive society through greater participation in sports and recreational activities;
- (ii) To encourage participation of staff and students with special needs in all areas of sports and recreation activities;
- (iii) To develop and improve the knowledge and practice of sports and recreational in the interest of the holistic development of the individual and the enjoyment by the public at large;
- (iv) To strive to attain excellence at the highest level of sporting competition, develop institutional and national pride, patriotism and enhance goodwill among institutions;
- (v) To ensure the provision and management of sports and games equipment and facilities in order to promote staff and students to participate in sports and recreation activities; and
- (vi) To use sports and games as a means of marketing MoCU activities and enhancement of its visibility and to provide opportunities for income generation source of MoCU sports and games facilities.

2.3 Scope of the Policy

The policy issues, statements, strategies and guidelines contained in this document have relevance to University staff and students

PART THREE

POLICY ISSUES, STATEMENTS AND STRATEGIES

3.1 Healthy, Disciplined and Productive Society

Maintaining of staff and student's health and working discipline as well as making them efficient and productive is a major concern that needs to be mainstreamed by the institution.

3.1.1 Policy statement

MoCU shall continue to facilitate sports and recreational activities to promote healthier, disciplined and productive staff and students.

3.1.2 Strategies

MoCU will:

- (a) Encourage staff and students to participate in sports and recreational activities.
- (b) Encourage health check-ups among its staff and students regularly.
- (c) Ensure that, medical examination is required to all participants at least once per year.
- (d) Emphasis the conduct of variety health related physical activities.
- (e) Ensure disciplinary measures are taken against any staff and/or student that misbehave during sports and recreational activities.

3.2 Staff and Students with Special Needs

Participation of staff and students with special needs in sports intends to change what they think and feel about their challenges and how the surrounding community think and feel about them on their participation in sports, games and recreational activities.

3.2.1 Policy statement

MoCU shall provide opportunities to staff and students with special needs to ensure their participation in various sports and recreational activities.

3.2.2 Strategies

MoCU will:

- (a) Ensure people with special needs receive fairly sport related benefits, as their counter parts.
- (b) Ensure people with special needs are involved in decision making related to sports and recreational activities.
- (c) Increase awareness campaigns designed to overcome negative attitudes and prejudices concerning persons with special needs in sports and recreational facilities.
- (d) Organise sports and recreational events for people with special needs.
- (e) Plan and design appropriate facilities, equipment and supplies that will cater for the needs of individual with special needs within the University.
- (f) Facilitate the availability of specialised personnel to coach people with special needs where necessary.

3.3 Knowledge and Practice of Sports, Games and Recreational Activities

MoCU is enthusiastic to the knowledge and practice development and improvement of sports and recreational in the interest of the holistic development of the individual staff and student and the enjoyment by the public at large.

3.3.1 Policy statement

MoCU shall strengthen knowledge and practice in sports and recreational activities among its staff and students.

3.3.2 Strategies

MoCU will:

- (a) Encourage the use of qualified tutors to manage sports and games.
- (b) Outsource coaches to train staff and students in sports and games.
- (c) Build the capacity of its sports tutors.

3.4 Excellence of Sporting Competition

Excellence is not a gift rather a skill that requires practice. The University recognises that, sports and recreational activities enable individuals and institution to experience opportunities so as to reach goals in their chosen sport or pathway. By so doing MoCU has been involving its staff into various inter-institutional tournaments and competitions of different sports and games for institutional and individual prestige.

3.4.1 Policy statement

MoCU shall practise its sports and recreational activities to pursue excellence in sporting competitions and strive towards the standards to make every effort fruitful.

3.4.2 Strategies

MoCU will:

- (a) Ensure adequate balance between individual goals and institutional goals in sports and recreational activities.
- (b) Inspire and facilitate staff and students to participate and represent the University in various competitions and sporting events.
- (c) Create friendly and conducive environment to all staff and students competing into various sports and games competitions.

3.5 Sporting Facilities and Equipment

Sporting facilities and equipment are important aspects towards ensuring sports activities are efficiently and effectively undertaken. The provision of good and adequate sporting facilities and equipment can help in influencing attitude, commitments and facilitating sports and recreational programs success among staff and students.

3.5.1 Policy statement

The University shall continue to provide favourable sports and recreational facilities and equipment to its staff and students.

3.5.2 Strategies

MoCU will:

- (a) Maintain and improve existing sports facilities and equipment.
- (b) Construct and maintain sports and games facilities that cater for all groups.
- (c) Ensure the available sports, games and recreational facilities and equipment are kept in good condition.
- (d) Purchase standard sports equipment.

3.6 Marketing and Visibility

Sports, games and recreational activities have become an important avenue for marketing and promotion of any product worldwide. Sports, games and recreational events bring people together; enhance interactions and socialisation so easily. Thus, Institutions, corporations, companies use sports and games activities to promote and market their products. On the other hand, excellence permanence in various sports and games competitions is also a means to institutional marketing and visibility.

3.6.1 Policy statement

MoCU shall make sure that sports, games and recreational activities are effectively used to market and promote the University academic programs and services.

3.6.2 Strategies

MoCU will:

- (a) Ensure availability of marketing tools for dissemination during the sports events.
- (b) Ensure that sports, games and recreational activities are included in the Media outlets such as Newsletters, University Website and other social media pages.
- (c) Design advertisements, press releases, brochures that can be disseminated through media outlets.
- (d) Encourage excellent performance of its teams in sports and games competitions in order to enhance University visibility.
- (e) Prepare and facilitate various inter-institutional sports, games and recreational events.
- (f) Enhance cooperation with various media houses for marketing and visibility.
- (g) Ensure engagement of marketing personnel in sports, games and recreational events.

3.7 Participation in Sports, Games and Recreational Activities

Participation in sports, games and recreational activities is essential in promoting good health and physical fitness. This is also a means of promoting friendship, fair play, good character, employments, integrity and cooperation amongst staff, students and other co-participants.

3.7.1 Policy statement

MoCU shall ensure that there is conducive environment that promotes involvement and participation of all its staff and students in sports, games and recreational activities.

3.7.2 Strategies

MoCU will:

- (a) Ensure that awareness creation programmes on the importance of participation in sports, games and recreational activities are consistently conducted.
- (b) Ensure that diversified sports, games and recreational are regularly offered.
- (c) Facilitate the conduct of internal and inter-institutions sports and games competitions.
- (d) Ensure that female and people with special needs are motivated to participate in sports, games and recreational activities.

3.8. Safety and Risk Management

Safety in sports, games and recreational activities relates to the use of safe and appropriate sporting equipment and facilities as well as harmless conduct of sporting activities. These are integral components of the thrust to develop sports, games and recreational and therefore every possible means should be undertaken to ensure the safety of the participants.

3.8.1 Policy statement

The University shall identify and make sure that risks associated with sports, games and recreational activities are established, assessed and the control measures are undertaken as per risk management register.

3.8.2 Strategies

MoCU will:

- (a) Encourage the availability of medical experts in various major sports, games and recreational al events.
- (b) Encourage its staff and students to have national insurance health cards when they get involved in sports activities.
- (c) Ensure coaches, trainers and all other sports and games instructors are trained on safety measures, risk management and first aid.
- (d) Ensure courts and pitches are kept clean during sports events
- (e) Ensure security is provided during all major sports and games tournaments at the University.
- (f) Take necessary action against all those who will act in the ways that breach security or likely to breach security

3.9 Equity in Sports

MoCU community comprises of people from different cadre based on academic qualification and experience irrespective of their race, colour, class, gender, age, creed, physical or mental condition and area of domicile. Basing on this situation, the conduct and implementation of sports, games and recreational activities are grounded on the principles of inclusion.

3.9.1 Policy statement

MoCU shall commit itself on the principle of equal opportunity for all and shall aspire to have a community which is inclusive in all matters pertaining to sports, games and recreational al activities.

3.9.2 Strategies

MoCU will:

- (a) Encourage all staff and students to participate in sports, games and recreational activities in a safe and supportive environment that preserves their rights, dignity and respect.
- (b) Ensure that planning, designing and management of sports facilities meets the particular needs of all staff and students.
- (c) Encourage gender mainstreaming in sports, games and recreational activities among all staff and students.
- (d) Encourage female leadership in sports among staff and students who in return help in increasing the number of women sports participants.

3.10 Infectious Diseases in Sports, Games and Recreational Activities

Infectious diseases can be transmitted during sports activities through body contact between infected and uninfected individuals. On the other hand, the participation of people with infectious diseases in sports, games and recreational activities is sometimes negligible due to personal inferiority or stigmatisation. Moreover, participation in sports, games and recreational activities are important forum for sensitisation about infectious diseases and are also preventive measure to a number of other diseases such as diabetes and high blood pressure.

3.10.1 Policy statement

The University shall mainstream all health related infectious diseases and other diseases in all sports, games and recreational programs to ensure that staff and students have correct information on matters related to prevention, transmission and care for the infected.

3.10.2 Strategies

MoCU will:

- (a) Emphasis the provision of education on infectious disease during sports, games and recreational programs.
- (b) Ensure the University health facilities facilitate during the provision of sports, games and recreational activities.
- (c) Encourage all staff and students participating in sports, games and recreational activities have adequate knowledge on Post Exposure Prophylaxis (PEP).

3.11 Doping Control

Doping is now a common challenge facing the sports, games and recreational industry around the world. Although the problem has been more associated with the running sport, it can happen in any other sport that requires physical strength and skill. Apart from enabling people to compete and win unfairly, doping can cause short or long term health effects.

3.11.1 Policy statement

The University shall discourage and prohibit staff and students from using forbidden substances to enhance their sports and game performance.

3.11.2 Strategies

MoCU will:

- (a) Facilitate random drug testing mandatory in any competition and during training.
- (b) Alert and sensitise staff and students to the dangers of doping in regard to their health, their personal careers and the reputation or image of the Institution and the nation.
- (c) Regularly obtain and circulate list of drugs that are banned.
- (d) Deal with staff and students who test positive for banned substances in accordance with the University by-laws as well as other national laws.
- (e) Withdraw any rewards or benefits from staff and students who won them as result of doping.

3.12 Funding

MoCU like other Universities has been receiving government subvention to run her businesses, sports, games and recreational activities inclusive. However, funds for other charges from the Government have not been received for a number of years. Moreover, Budget allocation for Sports and games at the University has relied much on internal sources that are not sufficient to implement planned sports and games programs. These have partly attributed to inadequate funding for sports, games and recreational activities as well as low rate of staff and students participation in sports and games activities organised within and outside the University. This calls for a special consideration in order to ensure the continuity of sports, games and recreational activities within the University.

3.12.1 Policy statement

MoCU shall create a friendly environment to ensure that funding is available for sports, games and recreational activities.

3.12.2 Strategies

MoCU will:

- (a) Solicit funds and set aside budget for running sports, games and recreation programs.
- (b) Ensure that there is a budget allocation for sports, games and recreational programs.
- (c) Collaborate with staff and students associations to organise fund raising events to get resources which will be used to support sports, games and recreational program.
- (d) Ensure that charges are imposed to outsiders for using MoCU sports and games facilities.
- (e) Ensure that other sources of funds such as grants, donations, and sponsorships are outsourced through established guidelines to finance sports, games and recreation programs

3.13 Incentives and Rewards

Incentives and rewards are fundamental for motivating individuals who achieve high levels of performance. This demonstrates appreciation and gratitude to all participants of sports and games. Awarding of incentives such as certificates, trophies and money to staff and students who rank high in various competitions is vital for motivating and attracting more staff and students participate in sports,

games and recreational activities. Currently, the University is experiencing inadequate and unsatisfactory awards to outstanding performances in sports, games and recreational activities due to limited financial resources.

3.13.1 Policy statement

The University shall continue to encourage staff and students stretch their performance beyond ordinary level by awarding them for such works.

3.13.2 Strategies

MoCU will:

- (a) Organise annual award-giving events.
- (b) Award individuals and teams that have performed well in different competitions accordingly.
- (c) Guarantee that any monetary awards relating to sports and games activities that are made to the University shall be used for the development of sports, games and recreational activities.

PART FOUR

GUIDELINES FOR THE IMPLEMENTATION OF THE POLICY

4.1 Administration of Sports, Games and Recreational Programs

The implementation of sports and games and recreational policy require a sound institutional structure for transforming the policy objectives and strategies into actual programmes at all levels. Similarly, effective implementation of the policy entails stakeholders' commitment and support. All these can be realised through collective efforts of all University organs as well as staff and students members whom this policy is prepared for.

The office of the Deputy Vice Chancellor (Administration and Finance) shall be the overall custodian of the sports, games and recreational policy. The Sports and Recreation Department shall take lead into insuring that this policy is communicated and implemented. In addition, the Department will be responsible for coordinating and supervising sports, games and recreational activities. Under Sport and Recreation Department there will be sports tutor(s) whose duties will be as prescribed in the scheme of service.

4.2 Guiding Principles for Sports, Games and Recreational Activities

The University will implement and engage in sports, games and recreational activities in a manner that is consistent with the following guiding principles:

- i. Sports, games and recreational activities will have a mission consistent with the mission and vision of the University.
- ii. The sports and games tutor shall serve the wellbeing of the staff and students by promoting sports, games and recreational activities.
- iii. Staff shall receive fair and social standards treatment on sports, games and recreational activities.
- iv. Participation in sports and games competition in the University, inter-institutions, local or national levels is a privilege, not a right.
- v. All staff and students are expected to adhere to the respective sports bylaws from an entity/Association responsible for such activity.
- vi. The University shall promote sports culture and recreational activities that are consistent with national core values and customs of the United Republic of Tanzania.
- vii. The University welcomes the support of, and involvement by, alumni, sponsors, and others who help serve the outreach mission of the University sports and/or recreational programs, provided their activities to conform with all applicable laws and University policies and to oversight by the appropriate University personnel.
- viii. Staff or students as the case may be, shall work co-operatively with the University to promote the best interest of the University and nation at large.
- ix. The University or any person responsible for sports, games and recreational activities shall administer its budgetary, financial and managerial affairs with transparency and shall comply with the uniform business and audit standards of the University.
- x. Staff and students shall serve as ambassadors for the University with the purpose of fostering institutional pride and goodwill for the United Republic of Tanzania.

- xi. All Staff and students of the University will have equal opportunity in sports, games and recreational activities.
- xii. There will be regular sports, games and recreational schedules to which University staff and students shall adhere.

4.3 Guidelines on Sports Facilities and Equipment

In using sports facilities, staff and students shall be governed by the following principles:

- i. The University in response to a written request from staff or students or any interested party must sanction all sports activities.
- ii. The request on the use of University sports and games facilities or equipment must be in writing and submitted at least seven days before the actual date of the event.
- iii. The requested facilities or equipment will be issued after submission of the prescribed form signed by renter and the Head of the Sports and Recreation department which they will return not more than seven days after completion of the sports activity or competition. (Annex No. 1: Equipment Rental Agreement Form No. 1).
- iv. Sports facilities or equipment shall be return within seven days after completion of the sports activity or competition
- v. Any person who fails to return facilities or equipment within prescribed period shall pay a penalty of Tanzania Shillings Five Thousand (TZS 5000/-) for each day delayed.
- vi. Any person who lost sports facility or equipment shall compensate the said lost equivalent to the market value of the lost equipment.
- vii. All request on University facilities or equipment must be directed to DVC (AF) through the Head of Department of Sports and Recreational.
- viii. All sports, games and recreational activities must meet the Laws, By-laws and guidelines recognised by appropriate body.
- ix. Any event considered to be potentially harmful to the public image and/or the University shall be rejected.
- x. Any event considered to be potentially harmful to the University facilities shall be rejected.

4.4 General Implementation

For successful implementation of this policy, each office and/ or persons with defined roles and tasks in the policy has to play their role as expected. The MoCU Organizational structure is a useful guide for the chain of command during policy implementation.

PART FIVE

MISCELLANEOUS PROVISIONS

5.1 Monitoring and Evaluation

Monitoring and evaluation of the implementation of this policy and guidelines will involve different stakeholders in the University. All processes of monitoring and evaluation will be coordinated and supervised under the Sports and Recreation department.

The evaluation of this policy is crucial in order to assess the realisation of the set policy objectives using both formative and summative evaluation. Different organs that are involved in the policy implementation have to be consistently monitored in order to assess progress in addressing the various aspects of the policy. The findings from the evaluation have to be reported to the relevant organs for remedial purposes in order to improve the implementation of the policy. The evaluation exercises will in long run provide input for revision of the policy.

5.2 Effective Date and Amendment

This policy shall become effective upon its approval by the Council and it may be amended any time when the need arise.

5.3 Approval

This policy was approved by the Council onday of 2021



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI



Form No. 21

EQUIPMENT RENTAL AGREEMENT

This rental agreement is made in this ____ day of _____, 20____

Between

OWNER: MOSHI CO-OPERATIVE UNIVERSITY

And

RENTER

Full Name: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

Fax: _____

Date: _____

Place of use of the rented equipment:

Address: _____

Telephone: _____

Mobile: _____

Email: _____

Fax: _____

Date: _____

That the owner is renting the following equipment to the renter:

S/N	ITEM	SERIAL No.	DESCRIPTION
1			
2			
3			
4			
5			

6			
7			

(NB: An additional sheet of the same format may be added when the need arise)

Rental Rate (If any) _____

Rental period: _____

Total Amount _____

RENTAL TERMS AND CONDITIONS

1. The RENTER shall keep and maintain the rented equipment during the terms of the rental at his own cost and expense.
2. The RENTER shall keep the equipment in a good state of repair, normal wear and tear excepted.
3. The RENTER shall pay the OWNER full compensation for replacement and/or repair of any equipment which is not returned because it is lost or stolen or any equipment which is damaged and in need of repair to put it into the same condition it was in at the time of rental, normal wear and tear excepted.
4. The RENTER shall not remove the equipment from the address of the RENTER or the location shown herein as the place of use of the equipment without prior written approval of the OWNER. The RENTER shall inform the OWNER upon demand of the exact location of the equipment while it is in the RENTERS's possession.
5. The equipment shall be delivered to RENTER and returned to OWNER at the RENTER's risk, cost and expense. If the equipment is not returned during or at the end of the term, then the rental charges shall continue on a full term basis for any additional term or portion thereof until the equipment is returned.
6. Acceptance of returned equipment by OWNER does not constitute a waiver of any of the rights OWNER has under the rental agreement.
7. The RENTER shall allow OWNER to enter RENTER's premises where the rented equipment is stored or used at all reasonable times to locate and inspect the state and condition of the rented equipment. If the RENTER is in default of any of the terms and conditions of this agreement, the OWNER, and his agents, at the RENTER's risk, cost and expense may at any time enter the RENTER's premises where the rented equipment is stored or used at all time and recover the rented equipment.
8. The RENTER shall not pledge or encumber the rented equipment in any way. The OWNER may terminate this agreement immediately upon the failure of RENTER to make rental payments when due, or any default of this agreement
9. The OWNER makes no warranty of any kind regarding the rented equipment, except that OWNER shall replace the equipment with identical or similar equipment if the equipment fails to operate in accordance with the manufacturer's specifications and operation instructions. Such replacement shall be made as soon as practicable after RENTER returns the non-conforming equipment.
10. RENTER indemnifies and holds OWNER harmless for all injuries or damage of any kind for repossession and for all consequential and special damages for any claimed breach of warranty.

I understand that this is a contract and not a mere recital, and I agree I have signed

this contract as my own free act. I have fully informed myself of the contents of this agreement by reading it before is signed.

RENTER: _____

Date: _____

WITNESS: _____

Date: _____

OWNER: _____

Date: _____

WITNESS: _____

Date: _____

This rental agreement is made and entered in this ____ day of _____ 20_____
Between

OWNER:

Full Name: _____
Address: _____

Telephone: _____
Mobile: _____
Email: _____
Fax: _____
Date: _____

And

RENTER

Full Name: _____
Address: _____

Telephone: _____
Mobile: _____
Email: _____
Fax: _____
Date: _____

Place of use of the rented equipment:

Address: _____

Telephone: _____
Mobile: _____
Email: _____
Fax: _____
Date: _____

That the owner is renting the following equipment to the renter:

S/N	ITEM	SERIAL No.	DESCRIPTION
1			
2			
3			
4			
5			
6			
7			

(NB: An additional sheet of the same format may be added when the need arise)

Rental Rate: _____

Rental period: _____

Per days/weeks/months _____

I understand that this is a contract and not a mere recital, and I agree I have signed this contract as my own free act. I have fully informed myself of the contents of this agreement by reading it before I signed.

RENTER: _____

Date: _____

WITNESS: _____

Date: _____

OWNER: _____

Date: _____

WITNESS: _____

Date: _____