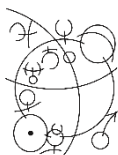


National University of Singapore Astronomical Society

Yusof Ishak House, 10 Kent Ridge Crescent, Singapore 119260
Email: nusastro@gmail.com
Website: <https://www.nusastro.org>

NUS Astronomical Society

Equipment Loan Standard Operating Procedure



National University of Singapore Astronomical Society

Yusof Ishak House, 10 Kent Ridge Crescent, Singapore 119260

Email: nusastro@gmail.com

Website: <https://www.nusastro.org>

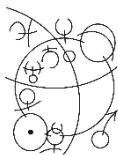
Terms and Conditions

1. Borrower(s) must be **Ordinary Members of NUS Astronomical Society**, as defined by the constitution.
2. The maximum duration of loan is 3 weeks and equipment must be returned by 2230 on the stipulated date.
3. Borrower(s) must pay a deposit amount based on the equipment to be borrowed. The deposit will be fully returned (As stipulated in the Loan Procedure) when the equipment is returned in good condition.
4. Borrower(s) must show an understanding of how the equipment operates before it can be handed over.
5. If the borrower(s) are unable to return the equipment by the stipulated date, a loan fee of 2.00 SGD will be incurred per day or part thereof.
6. NUS Astronomical Society will not be held responsible or liable in any way for any harm caused by the equipment to the borrower(s) and others due the borrower(s)' negligence.
7. NUS Astronomical Society reserves the right to request for the loaned equipment to be returned immediately without having to provide a reason. Non-compliance will result in a forfeit of the borrower(s)' deposit unless a reasonable¹ justification is provided.
8. NUS Astronomical Society reserves the right to evaluate each loan on a case-by-case basis and can grant exceptions where reasonable¹.

Loan Procedure

1. Borrower(s) are to fill in and submit the Online Loan Form minimum 1 week prior to their intended date of collection (Available on the official website: <https://www.nusas.org>). Once submitted, borrower(s) are to **notify the Logistics Director of their application** (Telegram: @wmingchuan).
2. Borrower(s) will be informed of their loan status within 3 calendar days of Loan Form submission.
3. Once confirmed, borrower(s) will be informed of the deposit amount and arrangements for payment will be made. Payment must be processed before borrower(s) can retrieve the equipment.

¹ A justification is deemed reasonable if approved by the simple majority in a vote called by the NUS Astronomical Society Executive Committee.



National University of Singapore Astronomical Society

Yusof Ishak House, 10 Kent Ridge Crescent, Singapore 119260

Email: nusastro@gmail.com

Website: <https://www.nusastro.org>

4. Borrower(s) will personally retrieve the equipment at a pre-arranged location. All existing equipment deformities will be disclosed to the borrower(s). Upon acknowledgement, the President, Logistics Director, and borrower(s) will sign the Loan Indemnity Form.

Loan Procedure

5. When the equipment is returned, the Logistics Director will conduct a post-loan review with the borrower(s) present to ensure there are no damages to the equipment.

6. Deposit amount will be returned to the borrower(s) within 5 working days of returning the equipment.

In the Event of Lost or Damaged Equipment

1. If the equipment is **partially damaged**², the cost of repair will be deducted from the deposit. (A quotation³ for the cost of repair will be obtained from the manufacturer/authorised retailer). The deposit will then be returned to the borrower(s) within 5 working days after the deduction.

2. In the unlikely event that the equipment is **lost or damaged beyond repair**², borrower(s) will compensate an amount equal to the lowest available price for a brand-new piece of the lost/damaged equipment, as quoted³ by an authorised retailer. (Deposit is forfeited and borrower(s) will top-up the balance that the deposit is unable to cover)

3. Borrower(s) will be unable to borrow equipment for 1 calendar year from the date of compensation.

For enquiries, please contact the Logistics Director (Telegram Handle: @wmingchuan)

² As deemed by the manufacturer/authorised retailer.

³ The quotation price can be obtained by either the borrower(s) or Logistics Director but must be agreed upon by both. The request for a quotation price must be submitted to the manufacturer/authorised retailer within 5 working days of notice of equipment damage.