

COMPTROLLER POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: CMP 215</b>
	Section: 200 Departments
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Rental of University Owned Equipment</b>	Effective date: 03/22/2000
	Revision date: 01/27/2016

**PURPOSE**

To manage the use and rental of equipment owned by the University.

**SOURCE**

University policy

**CMP 215: Rental of University Owned Equipment**

University equipment may be rented by firms or individuals, for functions held on behalf of the University or by outside agencies that have entered into an Intergovernmental Agreement with the University. **The University may not rent its equipment for purposes other than those listed above.** Equipment may not be rented to University employees for personal use.

The University [rents facilities](#) for outside use through Unions and Student Activities, the du Bois Conference Center, and Audrey Auditorium. AVR equipment may be rented through the contact department for functions held in those facilities.

Equipment rentals will be coordinated through the University’s [Contracting and Purchasing Services](#) department utilizing a University rental agreement. The firm or individual that is renting University equipment shall be required to meet the minimum State requirements for insurance.

If you have questions regarding this policy or the rental of equipment at Northern Arizona University, please contact Contracting and Purchasing Services at (928) 523-4557.

**CROSS-REFERENCES**

[CMP 213 Establishment of Sale and Resale Activities](#)

[CMP 214 Rental of University Facilities](#)

[CMP 306 NAU Event Ticketing](#)