

How-To Lend Material

If you have any questions, please contact us: eigenini@asta.rwth-aachen.de

You are a student initiative? To support your events and activities you have the possibility to borrow equipment from the AStA. This offer is free for accredited student initiatives only!

Lending material

If you want to lend some of the material of the AStA, please proceed in the following way:

Step 1 - List

In the list on one of the following pages, look up if what you want to lend is available at the AStA. If not, you can still send us an e-mail and we will be happy to help you find the item in other organizations, if possible.

Step 2 - Contact us

Lending material from the AStA is coordinated by the department for culture of the AStA. If you find something you want to lend, please write them an **e-mail** to <mailto:verleih@asta.rwth-aachen.de> including the following information:

- responsible person and contact information
- name of your initiative
- Items you want to lend
- lending period
- pick up and bring back times

Step 3 - Confirmation

If the items you want to lend are available, you will get a confirmation mail about it. After agreeing on the conditions, you will get a contract. It defines the pick-up and return conditions, as well as the deposit you will have to make.

Step 4 - pick-up

Please be on time at the agreed place for the pickup. When you pick up the items, you sign the rental contract with the AStA and pay the deposit. The contract is printed out by the AStA and signed by the responsible person. The deposit must be brought along appropriately. The deposit is as follows:

- tents and beamer 100,00 €
- for everything else 50,00 €

Step 5 - return

Please be on time at the agreed place of return. When returning the items make sure they are clean, dry, and correctly packed. If everything is correct, you will get your deposit back directly. Should there be any deficiencies, it will cost you 25€ per hour of work that the AStA needs to make sure the items are back in a condition, in which they can be lend again. In consequent your deposit will only be returned after viewing the items and restoring their correct state. The AStA reserves the right to offset the amount of damage against the deposit or to issue an invoice and request of payment for further damages or losses.

Disclaimer:

Binding information is provided by the responsible offices in the AStA. The AStA and the editorial staff are not liable for the contents of this information sheet.

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List of AStA- Material

*Lending prices are only due for non-accredited initiatives

Bezeichnung	packages	Pieces per package	Lending price (pro Pkg)	Kaution (pro Pkg)	Replacement (per piece)
Low plates	450	50	2,50 €	10,00 €	1,00 €
Flat plates	400	50	2,50 €	10,00 €	1,00 €
mugs	420	70	2,50 €	10,00 €	1,00 €
Plastic cup	1120	280	2,50 €	10,00 €	1,00 €
Knife	400	100	1,25 €	5,00 €	0,50 €
Fork	400	100	1,25 €	5,00 €	0,50 €
Small spoon	400	100	1,25 €	5,00 €	0,50 €
Big spoon	300	100	1,25 €	5,00 €	0,50 €
Big pots	2	1	5,00 €	25,00 €	150,00 €
Roundfilter coffee machine	2	1	5,00 €	25,00 €	130,00 €
Coffee pot	3	1	2,50 €	10,00 €	30,00 €
Presentation case	5	1	2,00 €	50,00 €	200,00 €
Beamer	1	1	5,00 €	50,00 €	200,00 €
Flipchart	1	1	2,50 €	25,00 €	100,00 €
Pavillion 3x3	1	1	5,00 €	50,00 €	300,00 €
Pavillion 4x4	1	1	5,00 €	50,00 €	400,00 €
Pavillion 3x6	1	1	5,00 €	50,00 €	500,00 €
Moneycounting machine - notes	1	1	5,00 €	50,00 €	250,00 €
Moneycounting machine - coins	1	1	5,00 €	50,00 €	200,00 €
Cash box	8	1	2,50 €	10,00 €	20,00 €
Tour LED	8	4	22,50 €	50,00 €	300,00 €
Walkie Talkies	13	4	10,00 €	50,00 €	150,00 €
Barrier post	8	1	2,00 €	4,00 €	40,00 €
Eurofaltbox	10	1	1,25 €	5,00 €	25,00 €
Mikrophon stand	2	1	2,00 €	5,00 €	40,00 €
Bluewheel-roll board	1	1	5,00 €	25,00 €	110,00 €
Roll board (60x40)	11	1	2,00 €	10,00 €	30,00 €

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Opening-/Service hours:
Mon – Wen, Fri: 10:00 – 14:00
Thu (Lecture Time): 12:00 – 16:00
Thu (Lecture free time): 14:00 – 18:00

Consulting hours: <http://asta.ac/beratung>
Legal advice: on request
Beglaubigung:
Mon-Fri: 10:00 – 13:00