



CAPS RENTAL AGREEMENT

RENTING AGENCY/DEPARTMENT: _____

AGENCY/DEPARTMENT ADDRESS: _____

AUTHORIZING EXECUTIVE (COMMAND OFFICER): _____

PHONE# _____ FAX# _____ Email: _____

METHOD OF PAYMENT (PO# / VISA / MASTERCARD): _____ Exp. _____ Code: _____

RANGE OFFICERS RESPONSIBLE FOR USING, STORING, AND SECURING THE CAPS SYSTEM WHILE IN YOUR POSSESSION? _____, _____, _____

DO YOUR RANGE OFFICERS REQUIRE TRAINING ON THE CAPS EQUIPMENT? YES / NO (IF YES, HOW MANY? _____).

RENTAL DATES - START DATE & TIME: _____ / RETURN DATE & TIME _____.

WILL THIS RENTAL BE PICKED UP & DROPPED OFF AT CENTER MASS, INC., OR DO WE NEED TO DELIVER AND RETRIEVE THE SYSTEM? **Pick up & Drop off / Delivery & Retrieve** (CIRCLE YOUR CHOICE PLEASE)

RENTAL RATES

CAPS: \$200.00 per calendar day regardless of what time you/we pick up or drop off the equipment. **(Our hours are M-F 9a-5p)**

TRAINING: \$25.00 Takes less than 30 minutes – You must have at least one trained person.

CMI INSTRUCTOR TO RUN SYSTEM FOR YOU: \$65.00 an hour (Minimum is four hours, plus travel time, & time & half after hours or on Sat/Sun).

DELIVERY & PICKUP: \$50.00 an hour – Includes setup and break down (Minimum charge is one hour each way – Time & half after hours or Sat/Sun).

CAPS TENT RENTAL: \$25.00 per calendar day (Allows you to use the system during the day on an outdoor range that has electricity).

CAPS PAPER RENTAL: \$25.00 one-time fee (One sheet).

MISSED APPOINTMENT FEE: \$50.00 – If you set an appointment for CAPS related services and then miss it, this fee is charged, plus any applicable hourly rates for travel, and or other expenses.

TERMS/CONDITIONS

1. If this equipment is damaged in any manner whatsoever during this rental your agency is responsible for the immediate costs associated with the replacement of damaged parts, shipping, labor, and any other legitimate expenses incurred by Center Mass, Inc., to repair the CAPS system. This does not include normal maintenance issues such as bulb replacement.
2. Once signed for by a representative of your agency, the system is assumed to be in working order and is expected to be returned in the same manner.
3. The CAPS system and associated equipment remains your agency's responsibility, even if it's dropped off at Center Mass, with or without an appointment, until it is physically checked-in by a Center Mass, Inc. representative. If it is found to be damaged, your agency is still responsible.
4. AS WITH ANY FIREARMS TRAINING, MAKE SURE ALL SAFETY STANDARDS ARE FOLLOWED AND STRICTLY ENFORCED.
5. Cancellation within 21 days of the start of your rental will cost 50% of the original service fee to account for lost revenue from other renters.
6. Center Mass reserves the right cancel or revoke a rental at any time.
7. Michigan law will prevail in any dispute.

DISCLAIMER: Center Mass, Inc. takes no responsibility for the misuse of this equipment or training, in any environment, or at any time whatsoever.

X

Authorizing Executives Signature & date:

X

Recieved by: Print, Sign, date & time:

X

Returned to CMI by: Print, Sign, date & time:

X

Recieved by CMI rep.: Print, Sign, date & time:

CAPS RENTAL AGREEMENT

INSTRUCTIONS: The CAPS operating manual is in a plastic covered 3-ring binder inside the machine on top of the LCD projector. Please take a few minutes to review this manual to get a better understanding of how to use the system.

QUICK OPERATING INSTRUCTIONS

Turning on the System: Press the red power button at the bottom rear of the CAPS machine. Press the DVD player's "on" button. Press the DVD player's "open" button and insert your DVD training disc. Press open/close button on the DVD player again to close the door.

1. Once the LCD projector warms up the CAPS menu will appear on the screen. Select the scenario you that want using the arrows on the controller and press the run button.
2. The LCD projector will take about 5 minutes to warm up. You will know its ready when the red light on top turns green and light is projected on the screen.

Changing the DVD disc or to shut the CAPS system down: Arrow down to the last scenario/field on the screen. Then press and hold the zero "0" button down for ten (10) seconds and the screen will turn blue and the DVD will open allowing you to change discs or shut the system down. To close the door, press the zero (0) button again and hold it for ten (10) seconds and the DVD door will close.

1. **Shutting the System Down:** Please pack all the CAPS equipment in the same manner in which you found it. Thank you.
2. **CAPS Tent:** Please stake it down so that moderate to high winds do not wreck the entire tent. You may leave it up overnight, but if the wind appears to be blowing very hard please stow the tent portion. The frame can stay in place.



Maintenance: The CAPS machine and supporting equipment must be kept dry. If using the system outdoors, a tent must be used to keep moisture off the equipment, and a plastic sandwich bag must be used to wrap the CAPS controller, so it does not get wet.

Support: In the event the CAPS machine breaks down during your rental, call the following to get immediate support. Do not attempt to fix any problems by taking the system apart without approval from Center Mass, Inc.

1. CMI HQ: 800-794-1216 or Jeff Felts direct at 734-476-2376 (cell)
2. **FINALLY, HAVE SOMETHING ELSE TO TEACH YOUR STUDENTS IN CASE THE CAPS MACHINE BREAKS DOWN OR IS DAMAGED.**