



Adaptable Earth
Observation System
Système adaptable
d'observation de la Terre

Equipment Usage Agreement for McGill Professors

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This agreement outlines the responsibilities of the User concerning the Equipment provided on loan.

1. Definitions

- *User:* The individual responsible for the loaned equipment and the costs associated with the loan if applicable.
- *Equipment:* All vehicles, scientific equipment, computers or tools.

2. Usage of the Equipment

2.1. *Reservation:* Equipment must be reserved in advance by email or using the form [Field Deployment Services Request Form – Fill out form](#), with details of the intended location and the departure/return dates of the Equipment.

2.2. *Transportation:* Proper care must be taken during the transportation of the Equipment to prevent any damage.

2.3. *Intended Use:* The Equipment should be used for its intended purpose, with appropriate safety measures in place to safeguard both the Equipment and its users. The User is responsible for making sure the storage and operating temperatures and conditions are fine with the equipment.

2.4. *Electrical Requirements:* Adequate electrical outlets and wiring must be available for the Equipment.

2.5. *Instructions:* Any usage and transportation instructions provided in conjunction with this agreement are an integral part of this agreement and must be strictly adhered to.

2.6. *Return of Equipment*: Unless prior arrangements have been made with the AEOS staff, the Equipment must be returned to the specified location on or before the agreed return date.

3. Responsibilities of the User

3.1. *Commencement of Responsibility*: The User's responsibility begins when the Equipment is retrieved from its location. The User is also responsible for any students and staff operating under their supervision.

3.2. *Equipment Inspection*: The User must inspect the Equipment before retrieval, promptly reporting any pre-existing damages to the AEOS staff.

3.3. *Condition at Return*: The Equipment must be returned in the same condition it was in at the time of retrieval. Any damage must be promptly reported to the AEOS staff.

4. Responsibilities of the AEOS Staff

4.1. *Equipment Condition*: AEOS staff must make sure the Equipment is in good working condition when retrieved. Any damages must be recorded before leaving the facility.

4.2. *Inspection at Return*: The Equipment will be inspected upon its return.

5. Vehicle Rental

5.1. *Odometer Record*: For vehicle rentals, the User is responsible for taking of the odometer reading and the vehicle outside condition at both retrieval and return. These readings must be reported to the AEOS staff for invoicing.

5.2. *Fuel Level*: The vehicle must be returned with a full tank of gas. Required fills to match a full tank will be billed to the previous user at a rate of 2\$/L. For the our vehicles (F250 and Transit), an approximate consumption of 20 liters of gas per 100 kilometers of usage is expected.

5.3. *Vehicle Cleanliness*: Vehicles must be cleaned before return.

6. Cost

6.1. *FOAPAL Number*: Prior to Equipment retrieval, the User must provide a FOAPAL number. If requested, a quotation can be provided.

6.2. *Repair Costs*: Any costs related to Equipment damage, including the purchase of materials, Equipment shipping, travel, and repair expenses, will be billed to the User. Administrative fees for repair management will be added to this cost.

6.3. *Administrative Fees*: Administrative costs will be billed for Equipment repair and field study planning time (including meetings). A detailed bill will be provided to the User.

6.4. *Vehicle Cleaning Charges*: In the event that a vehicle is not cleaned before return, 250\$ cleaning charges will be billed to the User.

6.5. *Accidents/Damage*: In cases of accidents or damage to the vehicle, insurance deductibles (1000\$ plus taxes) or vehicle part replacement costs will be the User's responsibility. Administrative fees for managing repairs will also be added if necessary.

7. **Signature**

7.1. *Agreement Acceptance*: No physical signature is required; the User is bound by this agreement upon acceptance via email.

Version 5

Written by Eve Bigras

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