

Interior Region EMS Council, Inc.

RENTAL & PURCHASING POLICY

(effective January 2nd, 2025)

PURCHASING POLICY

All sales and rental charges are final. Payment is required at the time of reservation for rental equipment, books, and other items. Accepted forms of payment include Visa, Mastercard, Discover, and local checks. Government agencies and recognized EMS providers may qualify for a Net 30 account, subject to approval. Special orders must be paid in full in advance.

RESOURCES

You can access the online order form at <https://iremsc.org/supplies/equipment-rentals/>. If you don't receive a confirmation email within 3-5 business days, please reach out to our Training and Resource Assistant at resources@iremsc.org or call 907-456-3978.

CLASSROOM RENTAL

For information on renting IREMSC's classroom, please refer to the Classroom Rental form at <https://iremsc.org/supplies/classroom-rentals/>

PRIVATE/CORPORATE CLASSES

For information on the prices and scheduling of private classes, please refer to course option 2 at <https://iremsc.org/aha-ems-training/aha-training-center/aha-courses/cpr-first-aid-bls/>

RENTAL EQUIPMENT AND BILLING

REGULAR RENTAL ORDERS

Rental orders should be submitted via the online order form at least one week before the expected pickup date. If you plan to take rented equipment outside of the Fairbanks/North Pole area, please notify IREMSC staff when placing your order. Regular rental orders cannot be placed by phone and are subject to availability on a first-come, first-served basis.

LAST-MINUTE RENTAL ORDERS

Rental orders placed less than one week in advance are subject to a 20% expediting fee. For these last-minute requests, it is strongly recommended to submit your order via the online form **and** call the office to confirm immediate receipt and review. If you plan to take rented equipment outside the Fairbanks/North Pole area, please notify IREMSC staff when placing your order. Last-minute orders are contingent on the availability of IREMSC's Training Department staff to process them within the requested timeframe.

RENTAL ORDERS REQUIRING SHIPPING

Rental orders requiring IREMSC to arrange shipping are subject to a 20% transportation surcharge. These orders must be placed at least two weeks in advance via the online order form. IREMSC will contact you to coordinate shipping, finalize rental rates, and make necessary arrangements. Shipping costs must be paid by the renter in advance. These orders are dependent on freight availability and shipping schedules. Rush shipments may be possible upon request.

Equipment will be shipped or delivered to you, and must be returned, at your own risk and expense. All shipping costs, both to and from your location, are the responsibility of the renter. Shipping charges are based on the actual cost to IREMSC for transporting equipment from our facility to the delivery point and are not included in rental fees or transportation surcharges.

Refused deliveries will be treated as completed rental transactions, with the renter responsible for the full cost of the rental, as well as any additional expenses incurred by IREMSC in securing or retrieving the equipment.

In the event of weather delays or other transportation issues, IREMSC will consider reasonable accommodations, such as waiving late fees or extending the rental period at no extra charge, on a case-by-case basis as approved by management. However, no accommodation will be made if delays affect IREMSC operations—such as when equipment is reserved for another client or needed for a scheduled IREMSC class.

EQUIPMENT RENTAL TERMS

IREMSC currently serves only the Interior of Alaska and rents equipment exclusively to certified instructors. While proof of certification may be requested, instructors are responsible for ensuring the equipment they rent falls within the scope of their certified practice. Rental accounts must be established in advance by completing the necessary paperwork under *AHA Instructor support forms* at <https://iremsc.org/aha-ems-training/aha-training-center/cpr-instructor-resources/>. Please also refer to the training center policies and procedures.

All rental resources (equipment, manikins, videos, etc.) are rented on a weekly basis. Exceptions may be requested in advance for approved State of Alaska EMT-I, II, III, ETT, Medevac Escort classes, or for use in rural communities, at the discretion of IREMSC Management. The expected return date (due date) must be recorded on the rental form at pickup, along with the signature and printed name of the person collecting the equipment. Equipment must be picked up and returned during posted business hours. Office holiday closures will be announced in advance.

IREMSC will rent equipment out for no more than four weeks without a written request and explanation from the renter, along with documented approval from IREMSC's director. All rental orders are on a first-come, first-served basis and subject to availability. IREMSC classes take priority, so equipment may be unavailable or not available for the full duration requested if it is needed for scheduled IREMSC classes.

IREMSC does not offer extensions on rental equipment. All equipment must be returned by the original due date. Late returns will incur additional fees. The instructor/renter assumes full responsibility for all rented items. IREMSC does not provide insurance against loss or damage once the items leave our custody.

EQUIPMENT RENTAL BILLING

A business account may be used for rentals, but the certified instructor must be the primary contact for equipment reservations. Instructors/renters are required to keep an updated credit card on file for incidental charges or late fees, and they are responsible for ensuring the equipment is used solely for its intended purpose.

All rentals must be paid in full when the reservation is confirmed. Government entities and recognized EMS providers may qualify for a Net 30 account after completing additional setup paperwork under *AHA Instructor support forms* at <https://iremsc.org/aha-ems-training/aha-training-center/cpr-instructor-resources/> which must include a list of instructors authorized to rent for the business and designated purchasers.

A digital invoice will be emailed to the person placing the order. If that person is not responsible for payment, it remains their responsibility to ensure the relevant person or department within their agency receives the invoice.

Past-due accounts will incur a 1% monthly fee on outstanding balances. Net 30 accounts with invoices over 90 days past due may have a hold placed on the account, during which interest will continue to accrue.

LATE CHARGES

Items returned after the established due date will incur a late fee equal to the weekly rental rate of the items, plus a 10% surcharge. This late fee will continue to accumulate daily until either the item is returned or the current replacement cost of the item, as determined by IREMSC Management, is reached.

CLEANING/DAMAGE

All returned items will be thoroughly cleaned and disinfected by IREMSC before being rented out again. During the cleaning process, items are inspected to ensure they remain in good working order. Renters are expected to return items in a reasonably clean condition.

Items returned in an excessively dirty, contaminated, or damaged state, as determined by IREMSC Management, will incur a minimum of one hour of employee labor at \$50 per hour per item to repair, clean, or replace the item. The number of hours required will be determined by management, with a minimum charge of one hour per item.

Per American Heart Association (AHA) guidelines, manikins must be sanitized between uses. If you plan to use equipment for multiple classes during a single rental period, you are required to sanitize the manikins between sessions. Instructions for proper care and sanitization, along with appropriate sanitization materials, can be found at <https://laerdal.com/cdn-499e90/globalassets/images--blocks/sun/2020-sc-virtual-minisun/sc-minisun-covid-cleaning.pdf>.

Our rental rates account for normal wear and tear expected from regular use. However, renters are responsible for repair or replacement costs for items rented in good condition but returned with damage, such as rips, tears, stains, mildew, or missing parts. Incidentals and late fees will be charged to the credit card on file, and a receipt will be emailed.

LIABILITY

The renter acknowledges the risks associated with teaching EMS courses and using rented equipment. IREMSC is not liable for any accidents, injuries, or damages that may occur during instructor or student activities, or as a result of using the rented equipment. Instructors/renters agree to indemnify and hold harmless the Interior Region EMS Council from any claims, charges, costs, or liabilities arising from the use or misuse of rented equipment or related activities.

While IREMSC provides equipment that has been cleaned and appears to be in working order, we do not guarantee or warrant the equipment for any specific performance or purpose. In the event of equipment malfunction or failure, IREMSC's liability will be limited to no more than the rental fee for that item as stated on the original invoice. **RENTAL EQUIPMENT IS FOR TRAINING PURPOSES ONLY AND IS NOT MAINTAINED OR TESTED FOR PATIENT USE.**

