



Office of Student Development Programs Equipment Rental Policies

Student organizations and other University departments may request to rent equipment from the Office of Student Development Programs. The following policies and procedures must be followed when renting equipment from Student Development.

Equipment Rental Procedures

- I. To rent equipment from the Office of Student Development Programs, a representative from a student organization or other University department must fill out the Student Development Programs "Equipment Rental Request Form." This form must be submitted 24 hours in advance of the date and time when the equipment is to be checked-out.
- II. The form must be completely filled out except for the "Approval and Signatures" section at the time the request is made, and an account number for the organization or department must be provided.
- III. Once the request is submitted, a staff member must approve the rental of the requested equipment. If the equipment belongs to the Activities Programming Board, an APB Executive Board member must also approve the rental of the requested equipment.
- IV. The Office of Student Development Programs and the Activities Programming Board reserve the right to refuse the loan of equipment for any reason. These reasons could include, but are not limited to, concern that the equipment will be damaged, the organization or department is not likely able to replace or repair the equipment if it is damaged, the equipment will be used for a program or event that will compete with a program or event sponsored by the Office of Student Development Programs or the Activities Programming Board, etc.
- V. If approval is given for equipment rental, the borrower needs to pick up the equipment from the Office of Student Development Programs at the date and time listed on the Equipment Rental Request Form. The borrower should sign and date the "Approval and Signatures" section at the time of check-out, and verify that the equipment is in working condition before leaving the office. Certain pieces of equipment require that the borrower receive training on how to set-up and use the equipment before it is released to the borrower.
- VI. Once the borrower leaves the Office of Student Development Programs with the equipment, the borrower assumes liability for the equipment and is responsible for repairing or replacing the equipment if it is lost or damaged.
- VII. When equipment is returned to the office, it must be checked in by a member of the Student Development Programs staff. The staff member will verify that all of the borrowed equipment has been returned and that the equipment is in working condition. Once that information is verified, the staff member and borrower should sign the "Check-in" portion of the Equipment Rental Request Form. At that time, the Office of Student Development Programs will assume liability for the equipment.