

Policy 5: Equipment Use

Student Involvement has equipment available for checkout to WSU campus organizations, clubs and departments on a first-come, first-served basis. Equipment is for use mainly on the Wichita State main campus. Requests for equipment must be submitted ***at least six business days in advance of the event*** by completing the Equipment Use Form available through ShockerSync. *Equipment requests are considered on a timely basis once an approval/denial decision is made, Student Involvement will contact the group by phone or email.

Precedence for equipment use is given as follows:

- Tier 1: Student Involvement staff and student groups directly advised by Student Involvement
- Tier 2: Recognized Student Organizations
- Tier 3: Campus Departments

Tier 1 groups can utilize any equipment available in Student Involvement. Tiers 2 & 3 may only use equipment listed on the approved equipment loan list.

Advanced reservations will be taken no more than three months in advance. Any special requests will be considered on a case by case basis according to the availability of the equipment. Equipment used after normal office hours should be returned to the Student Involvement office by contacting an RSC Building Manager at (316) 978-3028. Overnight check-out of some equipment is allowed, but the student organization advisor or a full-time departmental staff member must check out the equipment. Damage to the equipment during use due to negligence will be the responsibility of the reserving party, who will be billed for the cost of repair or replacement, and will also result in forfeiture of equipment use for the entire group for six months. Specific dates are determined at the discretion of the Student Involvement Office Manager.

Equipment not returned on time will be charged a fee of \$5.00 per hour for the first three hours. After three hours, a charge of \$40.00 will incur. If the equipment is not returned within 24 hours of the original return time, the responsible party will be charged the cost of the equipment.

If the responsible party fails to pay any incurred fees or fines within 30 days, the debt will be transferred to the individual checking out the equipment.

Equipment not returned on time, not picked up as requested or returned damaged will also result in forfeiture of equipment use for the entire group for six months. Specific dates are determined at the discretion of the Student Involvement Office Manager.

The following equipment is available for checkout; this does not include all items. For a complete list, please contact Student Involvement:

- For use only on RSC property: large sound system, spotlight
- For use only on Wichita State main campus: small sound system, microphone, mic equipment, electrical cord, power strip, laptop, projector, two-way radios, projection screen, sporting equipment

Student Involvement reserves the right to approve or reject any request.

*Some equipment can be loaned for off-campus use or with a shortened timeline at the discretion of the Student Involvement Office Manager and with approval from organization advisors or department heads.