

## **EQUIPMENT CHECKOUT / RENTAL**

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### **Equipment Check-Out**

Patrons must provide a valid ETSU ID or E number to borrow equipment, such as towels, balls, weight belts, etc. from the CPA Equipment Desk, located near the back left side facility. ETSU ID's will be swiped (or E number entered) at the Equipment Desk and equipment will be checked out to the patron under their name in the ActiveNet system. Patrons will retain their ETSU I.D. cards; no IDs will be collected by the Equipment Desk staff. When the item is checked in, the ETSU ID will be swiped again and the equipment will be checked in back into the ActiveNet system. All borrowed equipment must be returned prior to the closing of the CPA on the same day it was checked out. Patrons assume full financial responsibility for borrowed equipment if the items should be lost, stolen, or damaged.

ETSU student organizations or departments may borrow certain Campus Recreation equipment for on or off campus events sponsored by the organization or department. It is advised that **at least** 2 weeks prior to the event, a member of the organization/department contact a full-time Campus Recreation staff member to inquire about the equipment that is needed, if it is available, and for approval for borrowing equipment for the event. The organization/department member will need to fill out an Equipment Check-out form (see appendix) and submit to the Campus Recreation staff member before picking up the equipment. When the organization/department member comes to pick up the equipment it will be checked out & checked in through the ActiveNet system and an ETSU ID is required. The organization/department assumes all liability for the borrowed equipment, and will responsible for any lost or damaged equipment.