

Student Org Equipment Checkout Policies & Procedures

Equipment Checkout Policies

- All equipment must be requested through the online form at least 3 business days before the event.
- Equipment is to only be used for registered student organization events. Personal use is prohibited.
- Students are advised to never leave equipment unattended.
- Equipment is to be returned in the same condition it was checked out, with cables and other accessories stored properly.
- Any equipment that is lost, stolen, or damaged in any way, while signed out, must be reported immediately.

Check Out Duration & Return Policies

- Equipment is to be picked up the day of the event, unless given prior approval. (Weekend event equipment is available for pick up on Friday 8am-5pm).
- Equipment is to be returned promptly.
- Weekday Events (ending before 10 pm) - Immediately following the conclusion of the event.
- Week Night Events (ending 10 pm or later) - By 5 pm the next business day.
- Weekend Events (Friday after 10 pm - Sunday) - By 5 pm the following Monday.

By filling out the Check Out/In Sheet in the Leadership & Student Involvement Office, I confirm I have read and understand the Equipment Check Out Rules & Regulations and agree to comply with all equipment policies and procedures. I understand that failure to comply with equipment check out terms may result in loss of all equipment privileges for myself and my student organization.

Please contact addison.paxton@tcu.edu with any questions.
Leadership & Student Involvement | 2nd Floor of BLUU, Suite 2003