



STUDENT AFFAIRS

Leadership & Student Involvement

# Student Org

## Equipment Checkout Process

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Registered Student Organizations are able to check out equipment from the Leadership & Student Involvement to use during their events & meetings. Please review the information below.

Fill out the online equipment request form at least 3 business days before your event.

Review the Equipment Policies and Procedures.

Receive an email letting you know your equipment is ready for pick up.

Pick up equipment the day of your event in the Leadership & Student Involvement office on the 2nd Floor of the BLUU, Suite 2003.

Return equipment immediately following your event. If your event ends after 10pm, return equipment the next business day.