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.