

ASSOCIATED STUDENTS, INCORPORATED
California State University, San Bernardino

Equipment Loan Policy

Approved by the ASI Board of Directors

Per BD 82-14, December 2, 2014

Summary: Associated Students Incorporated is located in Santos Manuel Student Union Room 108. ASI provides equipment loan services to other departments who have the proper staff to control the equipment. Although there is no charge to use any ASI equipment, individuals are expected to treat any ASI equipment entrusted to them with the utmost responsibility and care.

Scope: This will affect all ASI personnel at CSUSB that include any Faculty, Professional Staff, Student Staff, and Student Organizations.

Equipment Available: Water boiler, Tables, Chairs and Helium tanks.

Loan of Equipment:

-To qualify for equipment loan, Student, Faculty, or Staff must demonstrate operational knowledge as defined by ASI Executive Director, Logistics Coordinator, or designee.

-Equipment will be available for loan only when approved by Executive Director, Logistics Coordinator or designee. **Equipment that has not been properly approved cannot be reserved, checked out, or loaned.**

-Faculty, Staff, and approved organizations will be held fully responsible for all equipment checked out to them when they sign the contractual agreement and leave sufficient identification (Campus or California ID) for collateral. It is understood that all such equipment shall be return to the storage location in the same proper working condition it was issued and then identification will be returned.

1. It is the borrowers responsibility to accept only equipment in proper working condition from the storage location. Check the parts and contents of package before taking the equipment.
2. Should the equipment become faulty for any reason while in the faculties, students, or staff's charge, absolutely no attempt should be made by the borrower (or anyone else) to repair it. If faulty, return the equipment immediately to the storage location.
3. Under no circumstances should any equipment in your charge be loaned to any other person. All equipment transfers must be handled through the storage location, even to the next user in line; initial borrower could be assessed a fine for someone else's carelessness.
4. Supplying equipment to individuals who do not have authorization is severe abuse of Equipment Loan policy.

5. It is essential that equipment be returned to the storage location on time by which is designated when it is first checked out. If you are late, you will be fined. Past fines will be

enforced or equipment privileges will be revoked for the year after the second late or missed deadline. You may not check equipment in earlier than the return checkout time or pick up reserved equipment earlier than the reserved time. Be specific when filling out the request form so that the times accommodate your event or activity. Associated Students Incorporated will not lose time or money due to borrowers negligence.

6. Associated Students Inc. will not check out or check in equipment for any other department except their own.

7. Failure to pay fines will result in a hold on your reservation privileges. Any abuse or disregard for the policies will result in suspension of use of the equipment for the remainder of the current year. Access may be reinstated the following year through formal application to the Executive Director, Logistics Coordinator or designee.

8. Equipment sign-out privileges may be revoked at any time without warning due to careless handling of equipment, repeated lateness (2 times), or abuse of storage location policy. For example: unattended equipment is considered careless handling.

Terms of Equipment Use:

- The Executive Director, Logistics Coordinator, or designee must approve all equipment use.
- Equipment may be signed out for a maximum of three (3) days, unless prior arrangements are made in advance with the Executive Director, Logistics Coordinator, or designee.
- Requests are to be made 2 weeks prior to date desired.
- All equipment must be returned and checked in before a new request is made.
- The Executive Director, Logistics Coordinator, or designee will consider reservations for extended periods or holidays on a proposal basis. Falsified or misrepresentation of special permission will result in immediate revocation of equipment handling privileges.

Lost or Damaged Equipment:

- The borrower is responsible for returning all equipment received in the same condition as when received.
- The borrower will be responsible to pay the cost of replacement of any equipment not returned or equipment returned which is damaged beyond repair.
- The borrower will be responsible to pay the repair cost (not to exceed the replacement cost) of any equipment, which is returned in damaged condition.