

## 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 equis17

\*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.