SOURCE Equipment Check Out Policy

Last Updated 3/3/2006

Student organizations may check out equipment free of charge from the SOURCE. The following items are available for check out:

- Bullhorns
- Musical Bullhorns
- Digital Cameras
- Video Cameras
- Two way radios
- Staple Guns
- Art Kits
- Books
- Games
- Popcorn Machine
- Karaoke Machine

Basic Check-Out Guidelines:

Only the three leaders listed as part of the organization’s registration (primary leader, other leader, treasurer) may check out the A/V equipment and Popcorn/Karaoke machines.

Any student with a valid BuckID may check out art kits, staple guns, games, or books.

Each organization may only check out up to two (2) A/V items at a time from the SOURCE, and up to six (6) art kits, books, or games. Most items may only be checked out for a period of three (3) days, including the day the item was checked out. Popcorn and Karaoke machines may be checked out for one (1) day, and should be returned to the SOURCE on the day immediately following check out.

With the exception of Popcorn/Karaoke machines, items must be returned to the SOURCE by closing time on the third day, with the exception of weekends. Popcorn/Karaoke machines must be returned to the SOURCE by closing time on the day immediately following the date of check out, with the exception of weekends. Items checked out over the weekend must be returned to the SOURCE by Monday at 12:00 noon.

Items may be reserved for check out up to 2 months in advance. A reservation calendar will be available at the SOURCE front desk where items may be reserved. Reservations are taken on a first come, first served basis in person or over the phone (614-292-8763). Only an organization’s three leaders may

211 Ohio Union
(614) 292-8763

www.ohiounion.osu.edu/studentorgs
SOURCE@osu.edu
reserve items. The reservation should include the item, organization name, and time period how long the item is reserved.

Any reserved item that is not picked up on the first day of the reservation, may be released to another organization on the following day if that item is requested. Please notify the SOURCE if you will be unable to pick up your reserved items on the first day of your reservation so we can help you make alternate arrangements. Call the SOURCE at (614) 292-8763 or stop by 211 Ohio Union to make any changes to your reservation. If we do not hear from you by the end of the first day of your reservation, we will presume that you are canceling your reservation.

**Failure to follow the guidelines above will result in the following action:**

Failure to return an item 72 hours after due date will result in full charge of the item to the student’s BuckID and no check out privileges for the student organization for one quarter.

Failure to return an item with all parts will result in a charge per item missing, as assessed by the SOURCE staff.

A student organization may not check out any other equipment from the SOURCE if the full amount of the item has not been reimbursed or the item has not been returned (after the probationary quarter).