

# ***CSUSM VISUAL & PERFORMING ARTS DEPARTMENT***

## **IN-CLASS GROUP ASSIGNMENTS: EQUIPMENT CHECKOUT PROCEDURES**

1. The instructor will email ([vpacheckout@csusm.edu](mailto:vpacheckout@csusm.edu)) VPA Equipment Checkout & Technical Support with their class equipment reservation needs and dates. The reservations should be placed by the instructor no less than one week in advance of the required date(s). The equipment will then be placed on reserve.
2. The instructor will go to VPA Equipment Checkout & Technical Support to pick up the specific equipment they have reserved to perform instruction. The instructor, along with the Equipment Checkout staff, will inspect the equipment for completeness and operation prior to the instructor signing for the equipment.
3. Once the instructor has finished with the in-class use of the equipment, they will return the equipment to VPA Equipment Checkout & Technical Support. The equipment will then be checked in, and set aside for students in the class.
4. The previously in-class assigned student groups will then go to VPA Equipment Checkout & Technical Support to check out the equipment that has been placed on reserve.
5. Each student in their assigned group will inspect the equipment for completeness and operation. As a group, the students will each sign the Group Equipment Checkout Agreement. Each student in the group will assume shared responsibility and liability for loss, theft, or damage of the equipment while it is checked out to their group.
6. All of the equipment will be checked in to VPA Equipment Checkout & Technical Support **no later than 6:45 pm on the same day** that the equipment has been checked out. As soon as the equipment has been verified by the checkout staff to be complete and operational, the equipment will be available for general student checkout.
7. Once the equipment has been returned, students can individually checkout equipment. The individual students will then follow the standard equipment checkout procedure, which is posted inside VPA Equipment Checkout & Technical Support.



### **VPA EQUIPMENT CHECKOUT & TECHNICAL SUPPORT**

**Location: Arts 239A**  
**Phone: (760) 750-8801**  
**Email: [vpacheckout@csusm.edu](mailto:vpacheckout@csusm.edu)**

**OPEN HOURS**  
**9:00 am – 7:00 pm, Monday – Friday**