

POLICIES AND PROCEDURES

For Use of SOFA EQUIPMENT

Rev. Feb. 2023

The School of Arts maintains a variety of equipment for student and faculty use. These policies and procedures are intended to allow students, faculty and staff to SAFELY issue, access, maintain and maximize the use of equipment.

WE CANNOT FUNCTION WITHOUT PROPERLY CLEANED AND MAINTAINED EQUIPMENT. These policies and procedures are also intended to minimize the possibility of damage and increase availability of equipment. Broken equipment due to carelessness not only denies it's use to others, but ultimately reduces access to equipment and sacrifices the quality of educational opportunities.

Students and faculty are expected to be cooperative with the staff in coordinating and scheduling the use of the equipment according to the given guidelines and procedures.
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EQUIPMENT CHECK-OUT

1. **The Arts 239A Technical Support Helpdesk** is open:
Monday- Friday from 9:00 am – 5:00 pm.
 - To ensure availability, please reserve equipment in advance: [Equipment Checkout Reservations](#).
2. **Before entering Arts 239A Technical Support**, you should wash/sanitize your hands and have your face covering on. While checking in/out equipment, you are required to:
 - Abide by all signage;
 - Wear your facial covering (e.g., masks or face shields);
 - Always cough or sneeze into your elbow or tissue;
 - Adhere to other health and safety protocols and directives for campus.
3. All students who place a reservation to check-out equipment must:
 - a. Must be a current California State University, San Marcos student;
 - b. Be on a SofA approved list for that equipment.
4. Students are required to present school I.D. when picking up reserved equipment. No other I.D. is accepted.
5. Rules and regulations for checking out equipment apply to all School of Arts and campus members.
6. Based on prior consultation with faculty, the checkout room personnel may assign priorities for the use of certain equipment for class and co-curricular activities.

7. Enrolled students will automatically be added to the appropriate Arts equipment access list at the beginning of the semester. The access list is based on the current course roster. If there are add/drops at the beginning of the semester, the instructor is responsible for notifying Arts Technical Support.
8. Whenever possible, faculty members should collaborate to stagger assignments to ensure the most efficient use of the equipment.
9. The checkout system relies on each student, faculty member, and staff to return equipment on time.
10. Arts Technical Support is a School of Arts facility. All University equipment must be checked out centrally from there in order to maximize accessibility, manage inventory, reduce duplication of functions and properly maintain the equipment.

EQUIPMENT RESERVATIONS

1. Students and faculty must reserve equipment required for a class session, production or event early in the semester to avoid schedule conflicts later in the semester.
2. Students and faculty must submit their reservation request online by visiting the Arts Technical Support website and clicking on [Equipment Checkout Reservations](#).
3. Cooperation and good communications are essential. Detailed reservation instructions can be found at [Arts Technical Support](#).

EQUIPMENT RETURN

1. Equipment must be returned on time.
2. Arrangements for due date extensions must be made with Arts Technical Support.
3. Failure to return equipment on the date indicated on the check-out form will incur a late fee and a notification regarding the violation of the equipment return policy.

University policy regarding Category IV Fees for late equipment can be viewed [by visiting this link](#).

4. Multiple infractions will result in denial of further check-out privileges.
5. Equipment must be returned on **Monday - Friday, from 9:00 am – 5:00 pm**.
 - a. The equipment must be delivered in-full and damage free no later than the due date as indicated on the check-out form. Returns are accepted only in Arts 239A during posted hours.
 - b. The equipment return process involves inspecting each item for missing parts and/or overall working condition.
 - c. Due to security issues, dropping-off equipment and leaving it unattended in the department office, classroom, hallway, or staff office prior to or

after regular check-in hours is prohibited. Violation of this policy may also lead to suspension of equipment usage.

School Of Arts policy pertaining to late equipment fines and the appeal process can be found by visiting [the Arts Technical Support website](#).

EQUIPMENT LIABILITY

1. Before student, faculty, and staff may reserve and borrow any SofA equipment, an Equipment Checkout Agreement Form must be completed and processed by the Checkout Staff.
2. *Signing the* Equipment Checkout Agreement Form *acknowledges acceptance of full financial responsibility for all equipment.*
3. In the case of lost or stolen equipment during the period of checkout, the borrower MUST:
 - a. Immediately file a report with the appropriate police department;
 - b. Provide a copy of the police report to the School of Arts;
 - c. File a Stolen Item Report form with Arts Technical Support;
 - d. Meet with the University's Property Survey Board, if requested, to explain the circumstances of the loss.
 - e. Arrange to reimburse the School of Arts for the full value of all missing equipment checked-out to the student.
4. If departmental equipment becomes DAMAGED during the period of check-out, the borrower MUST:
 - a. File a Damaged Equipment report with Arts Technical Support;
 - b. Arrange to reimburse the School of Arts for the repair or replacement of the damaged item(s).