



Effective Date: 08/01/2022

Last Revised: 08/01/2022

Responsible Administrator:
Assistant Director of Operations

UNK Residence Life Equipment Check Out Policy and Process

Scope

The Office of Residence Life has made investments over time to have equipment available for the residence hall staff to use for programming events for students in the residence halls. These events contribute to the social and personal growth of the students who live on campus.

It is important for us to have the correct inventory of the items and that we maintain the equipment and replace damaged or out of date equipment.

Policy:

- The Residence Life Central Staff will manage the equipment check out process.
 - The Residence Life staff member needing equipment for an event, must complete the [Residence Life Check-Out Form](#) at minimum two business days prior to the event.
 - All items will need to be picked-up and returned to the RL Central Office between 9:00 AM and 4:30 PM, Monday-Friday.
 - All items should be returned to the Residence Life Central Office clean, undamaged, and with all accessories.
 - All items should be returned to the Residence Life Central Office by 4:30PM on the return date indicated on the check out form
 - All items will need to be accounted for by the Warner DA.
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Equipment Check-out Process:

- The Residence Life staff member wanting to reserve check-out items would need to complete the [Residence Life Check-Out Form](#) two business days prior the event.
- The Central Staff will receive the request from the Qualtrics Form and check on availability. They will assign one of Warner DAs to get the item(s) requested and bring it to the Residence Life Office in Warner Hall.

- The Warner DA will email the staff member (**from the Residence Life DA email account**) that the items are available to be picked and then “**ASSIGN**” the equipment to the staff member in StarRez.
- When the staff member picks up the equipment, the DA will then “**ISSUE**” the equipment to the staff member in StarRez.
- Following the event, the Residence Life staff member will return the equipment to the Central Office in Warner Hall.
- A Warner DA will inspect the equipment and **RETURN** the items in StarRez.
- A Warner DA will return the equipment to the storage room.