



## AV Checkout

### General Terms and Conditions:

- Equipment checked out by Students, Staff and Faculty (herein referred to as “Patron”), is for use by the individual whose name is on the reservation only. NO EXCEPTIONS.
- Patrons must present a valid Kennesaw State University ID to checkout equipment.
- Equipment is limited and reservations are accepted on a first-come, first-served basis.
- Equipment must be returned prior to the due date/time of the reservation.
- Equipment must be returned to the location from which it was checked out.
- Patrons can check out equipment for any nonprofit reason. The purpose does NOT have to be academic. Recreational, entertainment, personal, athletic and artistic uses are permitted as long as it is not for profit.
- All equipment shall be returned in the condition it was received at time of checkout, and must be returned by the date and time designated during reservation confirmation.
- Patrons will be responsible for any damages or missing items upon return of equipment.
- Requests for extensions to reservations must be made in writing (email) at least 24 hours in advance of the equipment return time.
- Extensions will be permitted only on an hourly basis.
- Extensions will be granted on a case-by-case basis by UITS AV Checkout Managers.
- Failure to comply with UITS AV Checkout policies could result in suspension of AV Checkout privileges, Banner holds, or fines. Staff and Faculty of Kennesaw State University are bound by these same policies.

### Missing or Stolen Equipment and Patron Liability:

In the event a patron finds equipment to be missing or stolen, the patron must contact Kennesaw State Police 470-578-6206 and their local police office, when the equipment is stolen from an off-campus location, and file a report for the missing equipment and notify UITS AV Checkout Center immediately.

Patrons will be given two weeks to provide a copy of the police report to UITS AV Checkout Center. Patrons must also submit an email explanation of what events transpired before and after the disappearance of equipment. Patrons who lose or have equipment stolen will lose checkout privileges for an amount of time determined by UITS AV Checkout management and be liable for the cost of the equipment.

