

ASTON PRESTON HALL OF RESIDENCE

PROCEDURES REGARDING THE USE OF HALL EQUIPMENT

1. All requests from students or external parties for the use of hall equipment must be done in writing to the Student Services and Development Manager (SSDM) at least two (2) week in advance of date when equipment is needed.
2. The SSDM or his/her nominee will make decision on the request and forward a written response to the Operation Supervisor.
3. The Operation Supervisor or his/her nominee will verify the availability of the equipment requested and communicate with the student/external party requesting the equipment.
4. Should the equipment be available, the Operation Supervisor or his/her nominee, on the day when the equipment is needed (or earlier, depending on the agreement between the Operation Supervisor or his/her nominee and the student/external party) will check, in the presence of the student/external party, that the equipment is in good working condition
5. The Operation Supervisor or his/her nominee will record equipment in Equipment Loans Book. The Book will have details such as: name of event, date of event, time of event, duration of event, venue of event, sign-out time, sign-in time etc.
6. The Operation Supervisor or his/her nominee will provide student/external party with any pertinent instruments that are needed to safely operate/use equipment.
7. The Operation supervisor or his/her nominee will hand over equipment to student/external party and the student/external party will sign in the Equipment Loans Book indicating that he/she is borrowing the equipment and taking full responsibility for same.
8. The equipment must be return to the Operation Supervisor's Office immediately after use or next morning or at a convenient time agreed upon by the Operations Supervisor or his/her nomine and student/external party.
9. Failure to return equipment as per the agreement, may incur a cost to the student/external party.
10. Upon return of said equipment, the Operation Supervisor or his/her nominee, in the presence of the student/external party, will check equipment to ensure that it is in good working condition.

11. The student/external party will be directed to in sign in the Equipment Loans Book to indicate that the equipment has been returned and is in good working order.
12. The Operation Supervisor or his/her nominee will also sign the Equipment Loans Book to confirm that the equipment is in good working order as when it was delivered to student/external party.
13. Should the Operation Supervisor or his/her nominee discover at the point of return, that the equipment is damaged, he/she will indicate in the Equipment Loans Book that the equipment is damaged.
14. The student/external party will also sign the Equipment Loans Books acknowledging that the equipment has been damaged.
15. The Operation Supervisor or his/her nominee will also sign the Equipment Loans Book to indicate that he/she has checked and verified that the equipment is damaged.
16. The Operation Supervisor or his nominee will proceed to enact **Procedures Regarding Vandalism/Damage of Hall Property/Facility** beginning at number 3.