



# Equipment Booking Policy

**Category:** Service

**Last Modified:**

**Review Date:** June 2010

**Approved By:** Executive June 2010

**Contact Person:** Clubs, Events and Activities Team Lead (ext 3937).

1. Equipment hire is free to UCSA affiliated clubs and societies.
2. Unless by written permission, the equipment may only be used on campus, and must not be taken off campus.
3. All UCSA equipment must be booked using the Club Booking Request Form.
4. All equipment bookings will be recorded in the UCSA booking system.
5. For each piece of equipment hired, a UCSA Equipment Loan Form must be completed prior to the equipment being released.
6. The cost of repairs for any damage, which occurs during usage, will be the responsibility of the borrower. A UCSA staff member will check all equipment before and after use.
7. Loaning of equipment is subject to its availability at the time of booking.
8. During normal working hours, UCSA staff will be available to assist clubs and societies with the setting up and packing down of equipment.
9. For outside normal operating hours, the Security Manager maybe available for assisting with the setting up and packing down of equipment, however the borrower should be prepared to make their own arrangements.
10. A UCSA staff member must monitor the Ballroom PA system during use. If no trained UCSA Staff member is available to operate the sound system, then a contractor will be provided, and the user will be charged accordingly.
11. An equipment bond may be requested at the discretion of UCSA.
12. This Policy should be reviewed annually.