

Instructional Technology Services

Check-Out Counter • Adams Humanities 1129 (619) 594-5691 • Monday – Friday, 7:30 – 4:00

Procedures for Use Of Checkout and Classroom Equipment By SDSU Student Organizations

ELIGIBILITY- Only *Academic* student organizations with “on-campus” status (as defined by the Activities Policy Board of the Associated Students Council) are eligible to use ITS Checkout and classroom equipment. We are no longer able to process requests for checkout or classroom equipment to Non-Academic student organizations. Fraternities/Sororities may contact Doug Case, 594-2939 for equipment loan information. All Other Non-Academic groups may contact ITS at [hrubio@mail.sdsu.edu](mailto:h Rubio@mail.sdsu.edu) for further information.

ITS makes the following distinction among Activities Policy Board’s classifications:

ACADEMIC - College or Department Supported

Arts and Letters, Business, Education, Engineering, Health and Human Services, Honor Society, Professional Studies/Fine Arts, Sciences

NON-ACADEMIC

Cultural Clubs, Environmental, Fraternities, Political, Recreational, Religious, Social, Action/Activism, Sororities, Sports Clubs

PLEASE READ THE FOLLOWING:

- Your Advisor’s Department Chairs/Director’s approval is mandatory before you will be allowed use of checkout or classroom equipment.
- The Advisor is responsible for the training and proper operation of the equipment by the student organization.
- The ITS equipment pool is maintained primarily for use by faculty to aid their instruction. Use by student organizations is secondary to this purpose. Some checkout and/or classroom equipment may not be available to student organizations due to limited availability. You may be referred to rent off campus or rent through Aztec Center Meeting Services for your requests.
- Students must strictly adhere to pick-up and return dates and times when borrowing equipment. If you are required to pay fees for equipment use, extra fees will be added for late equipment. **Note:** Faculty/Staff Advisors lending their key(s) to members of an organization for access to equipment in standard or Smart Classrooms does not waive the responsibility of the organization to pay any applicable fees.
- For equipment availability and key access information, call the Check-Out Counter at 594-5691. If a key is required one may be borrowed from ITS. A key is checked out in the same manner as a piece of equipment.
- Use of Smart equipment in the Little Theatre (LT 161) has been restricted in order to maintain the integrity of the special equipment for teaching purposes. Requests for this space will be directed to alternate locations.
- **NO** food or beverages are allowed on or near Smart Classroom equipment.
- **NO** candles or open flames are allowed in any classroom on campus.

Please find the correct category below and follow the instructions listed.

Academic Student Organization holding an Academic event:

Note: *if you charge admission or registration fees for your academic event you will be charged for use of equipment (see next section)*

- Step 1: You must obtain written permission from your faculty or staff Advisor's Department Chairperson or Designee, authorizing you to pick up or use equipment. A downloadable form can be found at <http://www-rohan.sdsu.edu/dept/its/distribution/checkout/counter.html>
- Step 2: Reserve the equipment ahead of time. Your organization's Advisor must make all equipment requests for you. Your Advisor may call 594-5691, or email the checkout counter (checkout@mail.sdsu.edu)
- Step 3: Once your request is approved, pick up the equipment at the ITS checkout counter located in Adams Humanities 1129. Operation hours are 7:30 am to 4:00 pm. You must have your SDSU ID card at the time of checkout.

For Academic Student Organization holding a Non-Academic event -

Please contact ITS at 594-1469, h Rubio@mail.sdsu.edu, for further information.

For Academic Student Organization holding an Academic event charging admission or registration fees

Equipment Fees are required for events charging admission or registration fees.

- Step 1: You must obtain written permission from your faculty or staff Advisor's Department Chairperson or Designee, authorizing you to pick up or use equipment. A downloadable form can be found at <http://www-rohan.sdsu.edu/dept/its/distribution/checkout/counter.html>
- Step 2: Reserve the equipment ahead of time. Your organization's Advisor must make all equipment requests for you. Your Advisor may call 594-5691, or email the checkout counter (checkout@mail.sdsu.edu)
- Step 3: Pick up a Charge form at the ITS checkout counter located in Adams Humanities 1129. Operation hours are 7:30 am to 4:00 pm. Take the form to the Cashiers office in the Student Services building SSW 2620. Cashiers office hours are as follows: Fall & Spring: Monday 10:00 AM - 6:00 PM, Tuesday-Friday 10:00 AM - 3:00 PM, Summer: Monday-Friday 10:00 AM - 3:00 PM. They will stamp the form "Paid". The form will need to be returned to ITS checkout.
- Step 4: Bring your SDSU ID card and the stamped Paid Charge Form with you when you come to pick up the equipment from the Checkout counter.