Purpose: Policies and procedures relevant to the day-to-day operations of the Ramsey Student Center, including special events.

Scope: Policies and procedures listed apply to all UGA Recreational Sports student staff trained in Facility Operations at the Ramsey Student Center.

Policies:

I. EQUIPMENT CHECKOUT AND PRO SHOP

   a. All members have the opportunity to check out equipment on an as-needed and as-available basis. The patron must return the equipment the same day that they checked it out. The condition of the equipment must also be the same as when they checked it out.
   b. Equipment offered:
   c. Men’s basketballs
   d. Women’s basketballs
   e. Volleyballs
   f. Kickboards
   g. Pull Buoys
   h. Indoor soccer balls
   i. Racquetball racquets
   j. Squash racquets
   k. Pickle ball paddles
      i. Towel Rental:
         i. Towels can be rented for $1/day or for $15/semester and must be returned the same day as checked out.

II. PRO SHOP SALES

   1. The following items are sold at the admissions desk:
   m. Athletic Tape
   n. Chalk
   o. Ear Plugs
   p. Nose Clips
   q. Padlocks
   r. Racquetball Goggles
   s. Racquetballs (can)
   t. Red Dot Squash
   u. Yellow Dot Squash
   v. Shin Guards
   w. Swim Caps

Procedures:

   x. Swim Goggles
   y. Table Tennis Balls (4)
z. Boxing Wrist Wraps
aa. xv. Shuttlecock

**EQUIPMENT CHECKOUT**

bb. Equipment Check Out (or Pro Shop Sales) is the final computer system at the admissions desk and serves as point of control for all rent equipment and equipment available for sale. Equipment available for purchase and the rules for equipment check out by patrons is explained later in this manual.

c. Any equipment that is returned to Equipment Checkout should be examined and documented if the equipment is damaged in any way. Make sure to include the name and 810/811 number of the patron that checkout the equipment.

dd. Broken or damaged equipment should be recorded on the form available on the iPads.