EQUIPMENT CHECKOUT AND PRO SHOP SALES

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:
      i. Men’s basketballs
      ii. Women’s basketballs
      iii. Volleyballs
      iv. Kickboards
      v. Pull Buoys
      vi. Indoor soccer balls
      vii. Racquetball racquets
      viii. Squash racquets
      ix. Pickle ball paddles
      x. Towel Rental: 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
   a. The following items are sold at the admissions desk:
      i. Athletic Tape
      ii. Chalk
      iii. Ear Plugs
      iv. Nose Clips
      v. Padlocks
      vi. Racquetball Goggles
      vii. Racquetballs (can)
      viii. Red Dot Squash
      ix. Yellow Dot Squash
      x. Shin Guards
      xi. Swim Caps
      xii. Swim Goggles
      xiii. Table Tennis Balls (4)
      xiv. Boxing Wrist Wraps
      xv. Shuttlecock
III. EQUIPMENT CHECKOUT

a. Equipment Check Out is the final computer system at the admissions desk and serves as point of control for all rental equipment.

b. 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 checked out the equipment.

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

d. If a patron returns an item damaged or fails to return the item, then he or she will need to pay a replacement fee. The fee is determined based on the depreciation of the equipment and how long the equipment has been in our system.

   i. If the equipment has been in Ramsey’s system for less than 6 months the patron owes 12.5% of its current cost
   ii. If the equipment has been in Ramsey’s system for 6 to 12 months the patron owes 25% of its current cost
   iii. If the equipment has been in Ramsey’s system for more than 12 months the patron owes 50% of its current cost