

## 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. Badminton racquets
    - xi. Badminton shuttlecocks
- 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 balls
    - ix. Yellow Dot Squash balls
    - x. Shin Guards
    - xi. Swim Caps
    - xii. Swim Goggles
    - xiii. Table Tennis Balls (4)
    - xiv. Boxing Wrist Wraps
    - xv. Badminton shuttlecocks

### III. EQUIPMENT CHECKOUT

- a. Equipment Check Out is 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 checkout 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