

## **POUND HALL EQUIPMENT CHECKOUT**

**Purpose:** To outline steps for equipment checkout at Pound Hall

**Scope:** Facility Operations Staff

**Procedures:**

- I. USING FUSION
  - a. Login to Fusion on the Pound Hall desk computer
  - b. Scan the UGA ID of the individual wanting to use equipment for checkout
  - c. Select "Equipment"
  - d. Items for check out include:
    - i. Basketballs
    - ii. Volleyballs
  - e. AED/First Aid Kit
  - f. Select item to be checked out
  - g. Item should now be assigned to the individual