

EQUIPMENT CHECKOUT AND PRO SHOP SALES

Purpose: Policies and procedures relevant to Equipment Checkout and Pro Shop sales at the Ramsey Student Center.

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 by closing that same day. The condition of the equipment must also be the same as when they checked it out.
 - b. Guests are not eligible to checkout equipment.
 - c. Equipment Checkout is located at the Admissions Desk.
 - d. 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. Pickleball paddles
 - x. Badminton racquets
 - xi. Badminton shuttlecocks
- II. PRO SHOP SALES
 - a. Pro Shop items are sold at the Admissions Desk. Cash is not accepted.
 - b. The following items are available for purchase:
 - 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. MISSING OR DAMAGED EQUIPMENT

- a. Any equipment that is returned to Equipment Checkout should be thoroughly examined.
- b. Damaged equipment should be recorded via the “Damaged Equipment” form on Connect2.
- c. If a patron returns an item damaged or fails to return the item, then he or she may be responsible for paying a replacement fee. Should a patron refuse to pay a replacement fee, their membership may be suspended until the fee is paid.
- d. Any equipment that is not turned in on time may be labeled as missing, and members may be held responsible for taking the item. Staff must complete the “Missing Equipment” form on Connect2 should they believe an item is no longer in our possession.