

Student User Information Form 2016

EQUIPMENT ROOM POLICY SUMMARY

It is your responsibility to test all the equipment upon receiving it! Everything should be in working order, if you do not check it and you find problems later, you are responsible for any problems during your sign out. It is also **your** responsibility to pick up and return the gear, not your classmates or family members.

Late returns are unacceptable and disrupt the sign out process for the balance of the student body. Make a courtesy call to the Equipment Room if you are stuck in traffic or have slept in. If anything is missing, damaged or stolen, you are responsible for retrieving, replacing or paying for the item lost, or stolen. You are on the Sanctions List until the situation is rectified. Grades will be withheld until all equipment is returned or replaced.

You are allowed ONE strike. The next late return will result in loss of sign out privileges for two weeks

NAME: _____

STUDENT NUMBER: _____

PROGRAM: _____

SEMESTER: _____

ADDRESS: _____

CITY: _____

POSTAL CODE: _____

TELEPHONE (HOME): _____

TELEPHONE (CELL): _____

MY CENTENNIAL EMAIL ADDRESS: _____

I have read and agree to the policies stated above

Signature: _____ Date: _____