

# Student User Information Form

## 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): \_\_\_\_\_

MYCENTENNIAL EMAIL ADDRESS: \_\_\_\_\_

PERSONAL EMAIL ADDRESS: \_\_\_\_\_

**I have read and agree to the policies stated above**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_