



Center for Educational Technology Equipment Rental Policies

Equipment Reservations

- To reserve equipment, an Equipment Request Form (ERF) must be completed and submitted to CET in person or you can fill out the online form [here](#).
- It is recommended that reservations be made at least 1 week prior to the pick up date.
- Equipment can be checked out for a period of one week. At the end of the week period, equipment can be checked out again if it has not been reserved by another individual. Please refer to the late check in violation policy below.

Reservation Cancellations

- To cancel a reservation, please contact the CET office via email (CET@depaul.edu) at least 24 hours prior to the pick up time.
- Failure to pick up reserved equipment at the approved time may result in the suspension of reservation privileges.

iPad Reservations

- To reserve the iPad cart, faculty must contact CET (CET@depaul.edu) to set up delivery time and date, as well as what apps should be loaded onto the iPads.
- There is no limit on the number of free apps a faculty member can request. Any paid apps must receive approval from the Department Chair before they can be purchased.
- CET will maintain the procedure to download all apps and will keep a list of apps that have been purchased.

Check Out Procedures

- Equipment can only be checked out for the time period stipulated on the ERF and approved by a CET staff member. Check out and check in times must be listed on the ERF.
- Equipment cannot be picked up prior to check out time listed on the ERF unless approved by a CET staff member.

- Exceptions and special requests should be made directly to a CET staff member and will be accommodated on a case-by-case basis.
- Faculty or staff checking out equipment must personally verify that all requested equipment is available and fully operational before leaving the CET equipment office.

Check In Procedures

- At check in all equipment must be returned in fully operational, undamaged and clean condition.
- All equipment must be inspected and checked in by a CET staff member.
- There is a one week grace period from the time of check in for any missing equipment to be returned.

Late Check In Violations

- Equipment not returned by the scheduled check in time is considered late. A CET staff member will notify the faculty or staff member of equipment that is late.
- Failure to return equipment at the approved time may result in the suspension of reservation privileges.

Suspension Penalties for Late Check Ins

- Failure to return equipment by the date due will result in the suspension of the faculty or staff member's check out privileges for a period of time determined by the number of violations accrued.
- Any single violation of these equipment check in and check out policies in any one quarter will result in a suspension of equipment use for one (1) week.
- A second violation in any one quarter will result in a suspension period of two (2) weeks.
- A third violation in any one quarter will result in a suspension period of three (3) weeks.
- A fourth violation in any one quarter will result in the suspension of check out privileges for a period of time determined by CET staff and the CET Director.
- Suspension periods begin the date that equipment is returned.

Financial Penalties for Lost or Damaged Equipment

- The faculty or staff member listed on the ERF is responsible for collecting and returning all equipment checked out, regardless of who uses or is in possession of the equipment.
- Faculty, staff and students are responsible for replacement costs up to \$200 for damaged or lost equipment.
- Any equipment not returned after 14 days from the check in time will be considered lost.
- If equipment is stolen, a report should be filed with the appropriate authorities (e.g. Chicago or municipal Police Department and/or DePaul Public Safety if the event occurred on campus). The CET will consider the equipment lost if no report is filed and/or a copy of the report is not given to CET.
- Damaged equipment will be evaluated by a CET staff member and reported to the CET Director. The CET staff will determine the cost of replacement and the faculty or staff

member, or the student in possession of the equipment when damaged, will be responsible for replacement costs up to \$200.

- If replacement or repair costs are more than \$200, the CET Director may request that the additional cost be incurred by the faculty or staff member, or the student in possession of the equipment when lost or damaged. The CET Director's request must be made within 14 days after notifying responsible parties of the replacement or repair costs.
- Student failure to reimburse the CET for any lost or damaged equipment may result in a financial hold being placed on the student's DePaul account. Continued failure to make payments may result in the College of Education seeking collection through a collection agency.

Arbitration

- Faculty, staff or students may request arbitration by an Arbitration Committee made up of faculty, staff and students by notifying in writing the CET Director within 14 days after being notified of the charges.
- Faculty, staff or students will be notified by the Arbitration Committee of the date of the arbitration hearing.
- Faculty, staff or students are responsible for making their cases for a reduction in replacement costs to the Arbitration Committee.

A faculty or staff member signature on the ERF indicates that he or she understands and accepts the above equipment check out policies and procedures.