

American Sports University

Equipment Usage Plan and Policy 2015-2016

This equipment usage policy refers to classroom equipment. All equipment not readily available in the classroom will be kept in the front office adjacent to the front door. To access this equipment instructors are requested to simply go to the front office and check out the equipment and check it back in when done using. There will be an equipment check out and check in sheet available when needed. Specifically, equipment such as a TV and DVD player, Projector and anything else that we acquire in the future that is not stationed in a classroom will be in the front office and available for instructors to use as teaching aids.

Example of sign out sheet:

Equipment Used	By Whom	When Signed out. Date / Time	When Signed in. Date / Time