

# RMPE - PE Equipment Policies & Procedures 2020 Edition

Equipment Office Hours: Mon. - Fri. 7 am until 4 pm During Fall & Spring Semesters  
Equipment Check-Out Room Hours: The check-out room is open 30 minutes prior to the start of Varsity Gym Classes or at other times by appointment.

Phone: (828) 262-3048 - Email: [PEREQUEST@APPSTATE.EDU](mailto:PEREQUEST@APPSTATE.EDU)

Check-Out Room: At the Eastern End of Varsity Gym Floor under the scoreboard (enter building at Dining Hall or Rivers St. Entrance)

## **Check-Out Qualification Statement:**

*"Equipment purchased with students activity fees budgets to Physical Education cannot be loaned out, borrowed or provided for any use other than an offered Physical Education course"*

## **Equipment Usage:**

All equipment should be treated with the up most respect. No student may take equipment from another students order. Equipment can only be added a submitted order at the discretion of the Equipment Manger. Any additions should be submitted by email before the equipment is to be picked up or delivered.

Items that are listed in sets cannot be ordered individually.

No tape of any kind may be used in the Quinn Center, Student Recreation Center, Varsity Gym, or the Holmes Convocation Center.

Any Facility Change Requests (Basket Height, etc) must be done 1 week in advance and be in a seperate email for each day needed.

## **Equipment Requests:**

Please only use the Official Equipment List, & Request Form from

<http://classdat.appstate.edu/chs/RMPE/reeseja/>,

<http://bit.ly/appstperequest/>

OR S:\CLASSDAT\CHS\RMPE\REESEJA (LAB COMPUTERS)

Submit to: [PEREQUEST@APPSTATE.EDU](mailto:PEREQUEST@APPSTATE.EDU)

Equipment request forms must be submitted by email 48 hours prior to the listed start time of the class for which it will be used (i.e. order for a Tuesday 9:30 am class would be due by Friday. @ 9:30 am) Saturdays, Sundays and School Breaks are treated as non-days as far as the deadline is conserved. Orders for Mondays are due on Thursday and an order for the first day following a break will be due 2 class days before the start of the break.

Equipment can be ordered no earlier than 6 days before the date needed (i.e. the Tuesday before a Monday class).

All lines on the request form must be filled out completely or the form will be returned for revision and resubmission. Full Item ID's and Item Names from the RMPE - PE Equipment List must be provided for all items. Forms must be submitted as either a .xlsx(Excel) or a .pdf file as an attachment.

Please check your email after submitting a request; if there is a problem with the request, this is how you will be contacted.

Only the items contained on the RMPE - PE Equipment Inventory List may be requested. The RMPE - PE Equipment Catalog is a reference only; it does not reflect the current inventory.

The quantity stated on the Inventory List was the quantity recorded during the most recent inventory. The amount that is on hand will vary during the semester due to demand. The quantity may be less than, but not more than, the number that is on the Inventory List. Please use the Equipment List in the reeseja folder for the most up to date numbers.

In the event that there is a shortage on an item, a comparable item may be substituted. If a substitution is not available, you will be informed by email so that you can adjust your plans accordingly.

Practice Requests: Any request for equipment to practice a lesson must be sent to both the Equipment Manager and the Instructor of Record. All requests for practice items must have PRACTICE listed in the Subject of the email and the comment section of the Request Form. No practice items will be delivered; they must be picked up at the Equipment Check-Out Room and returned likewise. Students are responsible for where they practice and equipment cannot be checked out over night.

### **Late Requests:**

All late requests will result in a notice being sent to the student and the Instructor of Record for the class that the equipment was requested. All late requests will be subject to penalties prescribed by their instructor. Pro-Block 3 & 4 students are subject to additional penalties on the 3<sup>rd</sup> late request in those pro-blocks. On the 3<sup>rd</sup> late request the notice will be sent to the student and instructor and the order will be rejected and not filled.

All requests that come in after 4 pm on the day that it is due will be filled at the discretion of the Equipment Manager. Any equipment for an accepted request that comes in after 3pm will need to be picked up at Varsity Gym at the time designated by the Equipment Manager, unless otherwise noted.

### **Equipment Check-Out, Delivery, Return, and After Hours Use:**

- Varsity Gym:  
Equipment will be available 30 minutes prior to the start of class in the Equipment Check-Out Room. Equipment may be available earlier, based on discretion of the Equipment Manager, equipment availability, and court availability.  
  
All items are due back no later than 20 minutes after the listed end time of the class, unless prior permission has been obtained from the equipment manager. All electronic items must be accounted for before the requestor leaves.
- Quinn Center:  
Equipment will be delivered 30 minutes to 15 minutes prior to the start of class. Exceptions may be made on at case by case basis. Students may pick up equipment, with prearrangement based on availability on a case by case basis, in advance from Varsity Gym.

All items must be returned to the area that they were staged at before the start of the next class period (10 - 15 minutes, depending on class)

- **Student Recreation Center (SRC):**  
Equipment for most classes will be stored in the UREC equipment room. To access this equipment, you will need to go to the console/front desk of the SRC and request the equipment by your class number and your name (ie HPE 4340 – Reese) and sign out the equipment on the request form. When you return the equipment, you will need to check it back in with the console worker, check the quantities of the equipment against the request form and sign the equipment back in.
  
- **After Hours Use:**  
Requests of classes or activities taking place after 3 pm or not ending until after 4 pm will be handled on a case by case basis. All activities must be authorized. Requestors will be required to pick up equipment from the Check-Out Room within a specified window and return it the next working day by at the designated time window.
  
- Any damaged or lost equipment must be reported upon the return of the equipment. Failure to do so will result in the requestor(s) being held responsible for the lost or damaged equipment.