CHECKOUT REQUEST FOR A LAPTOP COMPUTER

Students must reserve a computer by filling out this form and returning it to the Compliance Coordinator - Mike Carletta, in the main athletic office prior to date needed. Computers will be checked in and out at the main athletics office. The computer must be returned within one day of return to campus following the event or events.

Student: ___________________  Team: ___________________

Student ID#: _________________  Head Coach: ___________________

Date of competition: ___________  Place of competition: ___________

Team departure date: ___________  Team return date: ___________

Laptop pick-up date (before 3:30 p.m.): ___________

Laptop return date (before noon): ___________

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**Laptop Program Policies**

If you do not return the equipment by noon on the due date, a fine of $5 will be assessed for each day late.

If you incur fine and do not pay, team privileges may be suspended until payment is made. Repeated incidents of late equipment returns may result in you losing your equipment checkout privileges indefinitely.

The student has been authorized by the department head or head coach to take on this responsibility. The head coach agrees, by signing the checkout form, to allow the Department of Athletics to collect from the team budget reasonable costs to repair or replace any part which is found to be lost or destroyed while in my custody as a direct result of mishandling or misuse of this equipment.

Please email Mike Carletta (carlettm@canisius.edu) to check on the availability of laptops, however, students may not reserve laptops via e-mail.

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I have read the laptop checkout policies above and understand the terms and conditions

Student Signature ___________________  Date ___________

Head Coach Signature ___________________  Date ___________

Office Use Only:

Staff Initials: _____  Date: ___________  Computer #: _____

CANISIUS COLLEGE
Department of Athletics

LAPTOP COMPUTER POLICY
POLICY:
The Department of Athletics has laptops to be loaned out for academic use by a traveling student-athlete only during time away from campus.

PROCEDURES:

- **Checkout Request For A Laptop Computer** form must be filled out to reserve a laptop prior to the date it is needed. Forms must be returned to the Compliance Coordinator. The Compliance Coordinator, Mike Carletta (888-2971) will maintain the schedule of availability. You may email Mike (carlettm@canisius.edu) to check on availability of laptops, however, you may not reserve laptops via e-mail.
- Checkout Request forms must have the head coach’s signature in order to be valid and accepted.
- You can hand in the checkout request form up to the day of checkout, but you run the risk of laptops not being available.
- Computers must be picked up by 3:30pm on the date requested. If the laptop is not picked up by the deadline the computer is available to the next student who has made a request.
- Computers will be checked in and out at the main athletic office.
- The student that checks out the laptop is responsible for making sure they are returned to the Compliance Coordinator before noon on the day after their return to campus.
- The Department of Athletics will inspect the laptop computers for damage **after each use**.
- If the laptop computer is damaged or lost, the team that checked it out last will be responsible for the cost of repair or replacement.
- One laptop is to be checked out at a time per team.

Check out Priority-

1. In-season sports have priority over any other sports.
2. The longer the duration of the trip, the higher the priority.
3. If trips are equal time, reservations granted on first-come, first-serve basis.
4. Availability of other computers: If your program already has access to laptops, your sport will get lower priority.
5. In fairness to all sports, we will try to rotate use of laptops to avoid overuse by a particular sport.

FOLLOW UP:

If a student does not return the equipment by noon on the due date, a **fine of $5** will be assessed for each day late.

If a student incurs a fine and does not pay, team privileges may be suspended until payment is made. Repeated incidents of late equipment returns may result in the student losing his or her equipment checkout privileges. Failure to follow the regulations for laptop use will result in the loss of laptop privileges for the team.

In cases of damage or loss of laptop –

The student has been authorized by the department head or head coach to take on this responsibility. The head coach agrees, by signing the checkout form, to allow the Department of Athletics to collect from the team budget reasonable costs to repair or replace any part which is found to be lost or destroyed while in the student’s custody as a direct result of mishandling or misuse of this equipment.
This equipment is the property of the Department of Athletics at Canisius College. Any damage or loss to this equipment is the team and head coach’s responsibility. The final decision on matter of such losses or damage shall be in the hands of the Compliance Coordinator. It shall be the policy of the Compliance Coordinator to be fair and to use good judgment when levying such fees against any team.