### S.O.R.O.

**Student Organization Resource Office**

**Office Hours:** Monday – Friday 8 a.m. to 5 p.m.

**Office Contact:** (405) 325-5214 or SORO@ou.edu

**Coordinator of SORO:** Rachel Garrison - soro@ou.edu

**Staff Contact:** Deborah Strong - dstrong@ou.edu

**Staff Contact:** George Ahmadi – kga@ou.edu

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**Organization:**

President: ___________________________ Signature: ___________________________ Date: ______________

Phone: ( ) ______________ Email: ______________________________ ID# ______-____-_____

Advisor: ___________________________ Signature: ___________________________ Date: ______________

Phone: ( ) ______________ Email: ______________________________ Department: ____________________

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### Contract:

Upon checking out equipment, the Registered Student Organization (RSO) assumes full responsibility for all equipment and accessories. Any damages, repairs or replacements will be charged in full to the organization and all reservations will be suspended until charge is paid and equipment is either fixed or replaced. It is the responsibility of the RSO to make sure the equipment is not damaged before checking it out and is entitled to inspect all equipment before agreeing to take responsibility for it. In the event that equipment is damaged the appropriate RSO representative will be notified immediately via email. As soon as a fine is determined the organization will be given payment options. Any loss of equipment will result in immediate suspension of reservation privileges and will stay in effect until replacement equipment is purchased at the expense of the organization. Upon receiving replacement equipment, the organization will be reinstated with the understanding that the next incident will result in suspension of reservation privileges for the remainder of the semester.

It is expressly agreed that the use of any University of Oklahoma equipment by the undersigned person(s) ("User") on behalf of their Registered Student Organization (RSO) will adhere to the limitations set forth in this agreement. User acknowledges that by signing this form, their organization is bound to comply with all rules and procedures. User also acknowledges that he/she is a sanctioned officer of the RSO and that equipment will be used solely during authorized club activities.

*By initialing, I have carefully read and understand the content and legal ramifications of this agreement. I understand by signing below, I agree to the terms of this contract.*

- [ ] User agrees to return the OU equipment by 11 a.m. of the due date stated below and agrees to pay all late fines, if any, in full before any future check-outs will be allowed. User agrees to adhere to the SORO 3 Strike Policy.

- [ ] User agrees to not damage, mutilate, destroy, misplace or loan out equipment to anyone other than the reserving RSO. The user and RSO will be held liable for proper use of equipment and return of the equipment in the same condition in which it was checked out.

- [ ] User expressly agrees that any infraction to the above stated rules will result in reprimands as outlined on this form. This includes charging the RSO’s UOSA Account, University account or user’s individual bursar account for all fines, repairs, and replacement costs.

- [ ] User acknowledges that the office of the University Vice President for Student Affairs may file charges under the Student Code for violations of this agreement on behalf of UOSA.

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**ORGANIZATIONS CAN ONLY CHECK OUT EQUIPMENT FOR ONE (1) BUSINESS DAYS MAX AT A TIME UNLESS PRIOR APPROVAL HAS BEEN MADE WITH THE SORO OFFICE COORDINATOR.**

<table>
<thead>
<tr>
<th>Projectors:</th>
<th>Projection Screens:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Panasonic Projector</td>
<td>[ ] 70X70 projector screen (5) red yellow green white blue</td>
</tr>
<tr>
<td>[ ] Epson Projector (2) red yellow</td>
<td></td>
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<tr>
<td>[ ] Sanyo Projector</td>
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<td>[ ] HP Projector</td>
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<table>
<thead>
<tr>
<th>Speakers:</th>
<th>Camcorders/Cameras:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Behringer PA system</td>
<td>[ ] Canon GL2 Camcorder</td>
</tr>
<tr>
<td>[ ] Yamaha P.A. system</td>
<td>[ ] Panasonic Camcorder</td>
</tr>
<tr>
<td>[ ] Pyle Pro Speaker w/ IPOD Dock</td>
<td>[ ] Canon VIXIA HD Camcorder</td>
</tr>
<tr>
<td>[ ] Advent Wireless Speakers</td>
<td>[ ] Sony Cybershot Digital Camera</td>
</tr>
<tr>
<td>[ ] Karaoke System (CD’s upon request)</td>
<td>[ ] Nikon CoolPix P500 Digital Camera</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Audio Equipment:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Long Condenser Shotgun Microphone</td>
<td>[ ] Silk Tripod with Fluid panhead</td>
</tr>
<tr>
<td>[ ] Short Condenser Shotgun Microphone</td>
<td>[ ] 10 x 10 canopy (2)</td>
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<tr>
<td>[ ] Wired Microphones (3)</td>
<td></td>
</tr>
<tr>
<td>[ ] Microphone Stands (3)</td>
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<tr>
<td>[ ] 3 section boompole</td>
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(Be sure to mark any accessories, such as cables, adapters and other extras on the OTHER line)

[ ] OTHER: ____________________________________________

Date of Check-out: ______________________  Due Date (no later than 11am) ______________________
**Rules for equipment checkout:**

- Equipment may only be checked out to a Registered Student Organization (RSO).
- The RSO must adhere to ALL rules in order to checkout equipment.
- Each RSO must complete the attached contract in their entirety before equipment can be reserved.
- Reservations can only be made in person.
- RSOs can only check out equipment for one (1) business days max at a time, unless prior permission is obtained from the SORO Coordinator.
- All equipment must be returned by 11 a.m. the day equipment is due back after which the following Late Fines and SORO 3 Strike Policy will be followed.
- Equipment reservations are suspended until fines are paid.
- Equipment may only be picked up between 12 – 5 p.m. the day of the reservation.
- Equipment will NOT be checked out after 5 p.m.

**3-Strike Policy:**

- **1st Offense:** Organization will be sent a written warning via email about infringement with equipment.
- **2nd Offense:** Organization will have reservation privileges suspended for one month.
- **3rd Offense:** Organization will have reservation privileges suspended for remainder of semester.

**Late Fines:**

- 1 mins. - 6 hrs late: $50 fine
- 6 hrs. - 1 day: $100 fine
- 1 - 2 days late: $200 fine and suspension of reservation privileges for one week beginning on day the equipment is returned.
- 2 - 5 days late: $200 fine and loss of reservation privileges for one month beginning on day the equipment is returned.
- 5+ days late: Organization will be charged for the full amount of equipment and reservation privileges are suspended for remainder of semester.

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**When picking up:**

Printed Name: __________________________ Date: ______________

Phone: ( ) __________ Email: _______________________________ ID# _______ - _______

Signature: ________________________________

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**When bringing back:**

Printed Name: __________________________ Date: ______________

Phone: ( ) __________ Email: _______________________________ ID# _______ - _______

Signature: ________________________________

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**For Office Use Only:**

Check Out:

Name: __________________________ Date: __________ Time: ______________

☐ Reservation was made on SORO computer

Check In:

Name: __________________________ Date: __________ Time: ______________

☐ EXAMINED Equipment

Organization was on time with check in: Yes____ No_____ (if NO, please place form in Bottom Bin)

**Director of SORO use Only:**

- If late, when was organization contacted about charges ________________________________
- SORO Strike levied to organization: _____1st _____2nd _____3rd