Student Organization Resource Office

Office Hours: Monday – Friday 8 a.m. to 5 p.m.          Coordinator of SORO:
Office Contact: (405) 325-5214 or SORO@ou.edu          Rachel Garrison - rachel.garrison@ou.edu
Staff Contact: Deborah Strong- DStrong@ou.edu

Organization:

President: __________________________ Signature: __________________________ Date: ______
Phone: ( ) __________ Email: __________________________ ID#: __________________________
Advisor: __________________________ Signature: __________________________ Date: ______
Phone: ( ) __________ Email: __________________________ Department: __________________________

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 ensure 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 the 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 remain 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.

EQUIPMENT:

☐ LCD PROJECTOR

OFFICE USE ONLY: __________________________ (SPECIFY BRAND AND #)

☐ PROJECTOR SCREEN

OFFICE USE ONLY: __________________________ (SPECIFY COLOR)

☐ SPEAKERS: (PICK ONE)

 o YAMAHA PA SYSTEM WITH STANDS (FOR LARGE VENUES)
 o BEHRINGER PA SYSTEM (FOR SMALL VENUES)
 o PYE PRO W/ IPOD DOCK (MUSIC PLAYBACK SYSTEM)
 o KARAOKE SYSTEM WITH CDS

☐ MICROPHONES (5)—SPECIFY QUANTITY NEEDED __________________________

☐ MICROPHONE STANDS (4)—SPECIFY QUANTITY NEEDED __________________________

☐ CAMERAS & CAMCORDERS (PICK ONE)

 o CANON VIXIA HD CAMCORDER
 o SONY CYBERSHOT DIGITAL CAMERA
 o NIKON COOLPIX P500 DIGITAL CAMERA

☐ OTHER (MARK ALL NEEDED)

 o CAMERA TRIPOD
 o 10 X 10 CANOPY
 o TAMBOURINE
 o 2-WAY RADIO (5)
 o MAC ADAPTER: MINI DISPLAY → VGA (4)
 o EXTENSION CHORDS
 o POWER STRIPS
 o OTHER: __________________________
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 noon 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 infraction 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 day late: $50 fine
- 2 days late: $100 fine
- 3+ days late: Organization will be fined the cost of the equipment.

When picking up:
Printed Name: ____________________________ Date: ________________
Phone: ( ) __________ Email: ____________________________ ID# __________
Signature: ____________________________________________

When bringing back:
Printed Name: ____________________________ Date: ________________
Phone: ( ) __________ Email: ____________________________ ID# __________
Signature: ____________________________________________

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