

# Kīpuka Equipment Use Policy

This policy establishes procedures and responsibilities for the use of Kīpuka Native Hawaiian Student Center (Kīpuka) equipment and supplies. The approval of requests and scheduling of equipment is coordinated by Maria Andaya or Kamuela Miller (Technology Support Specialist).

## EQUIPMENT USE PRIORITIES

1. Priority for usage of equipment and supplies shall be Kīpuka-affiliated faculty, staff, programs and organizations is on a first-come, first-served basis.
2. Use of equipment and supplies by UH Hilo faculty and staff and UH Hilo-affiliated programs and organizations is subject to the needs and convenience of Kīpuka staff and Kīpuka-affiliated faculty, staff, programs and organizations.
3. Consideration for usage of equipment and supplies by UH Hilo-affiliated student groups or UH Hilo students requires the approval of the advisor or responsible faculty/staff member.
4. Consideration for usage of equipment and supplies by non-UH Hilo-affiliated individuals, programs and organizations requires sponsorship by Kīpuka staff.

## EQUIPMENT USE APPLICATION PROCEDURES

1. An online use-request form must be completed and submitted prior to picking up the equipment and/or supplies.
2. If the requester of the equipment and/or supplies is a STUDENT, a sponsor is required. A sponsor would consist of a faculty or staff of Kīpuka or UH Hilo.
3. The requester shall not assume that a request has been approved until they are notified in writing or by email as to the availability of the equipment and/or supplies requested.
4. Only the requestor will be allowed to pick-up and return equipment and/or supplies. The item(s) must be returned on the date noted on the approved request form. Failure to return the item(s) by the due date may result in a late fee.
5. Kīpuka reserves the right to cancel, postpone, or alter all requests as necessary.

## **EQUIPMENT RESPONSIBILITY**

1. Requestors of equipment must be trained or will be trained by the Technology Support Specialist before they will be allowed to take out equipment.
2. An inventory of the item(s) will be conducted by the Technology Support Specialist prior to and after the item(s) are returned.
3. Users shall be responsible for the proper care and handling of equipment and/or supplies and shall return them the same way they were received.
4. Users shall be responsible for any and all damages or theft of equipment and/or supplies and will be charged for repairs and/or replacement.

## **TRAINING**

1. Training on the proper use of equipment should be arranged a minimum of two days in advance of use to ensure staff is available to provide this service.