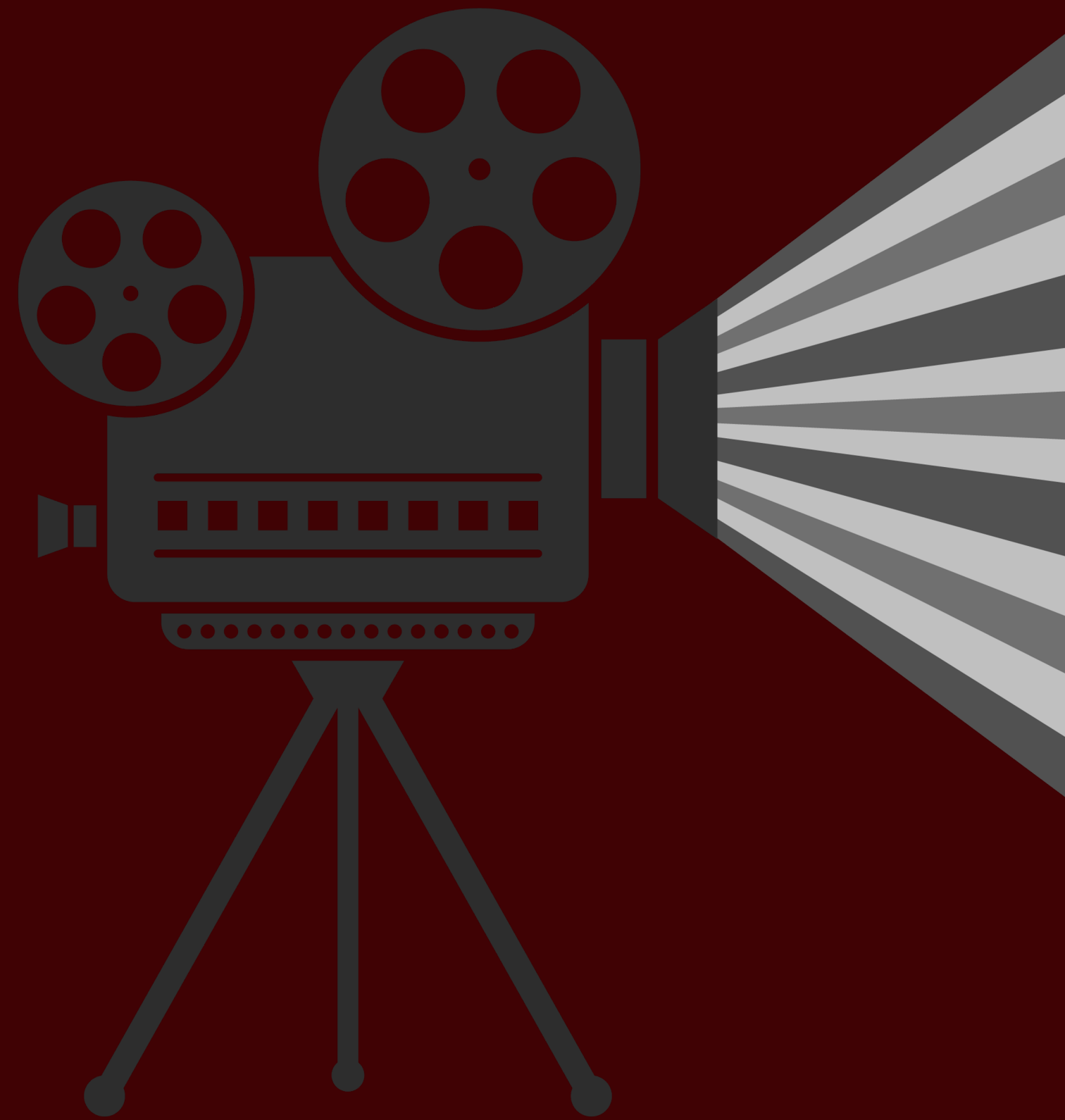


# MADT Equipment Reservation System Procedures and Policies



# Introductions

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# Checkout Room Basics

**Write This Down!!!**

**Checkout room location:** Tehama 322

**Checkout Room Phone:** 530-898-5989

**Email:** Cdescheckout@gmail.com

**Hours of Operation:**

Monday-Wednesday-Friday

Check-in: 11-12:30pm Check-out: 12:30-2pm



# The Reservation Process

## The Process:

*\*Faculty must provide Rosters before this process can begin*

1. To make a reservation go to <https://mediaarts.sites.csuchico.edu/> You can access this website from any computer on campus.
2. Click the reservation tab then click on the BookingPOINT Main file.
3. Enter your username (full email CSU Chico email)
4. The default password is 1234 and once you login you will be prompted to change your password **(Make sure to use a password you will remember)**

# The Appointment Process:

## The Process:

***\*Note: You will need to setup an appointment every time you want to pickup/dropoff equipment (15 min for individual students and 30 min for groups)***

## Setting up an appointment pickup/drop-off equipment:

**Step 1.** You must go to: <https://mادتcheckout.setmore.com/>

**Step 2.** Select which service you need Pickup/drop off. Group or student (make sure to select the right one)

**Step 3.** Choose Provider: Madt Checkout.

**Step 4.** Choose Date and Time. (15 or 30 min) (individual/Group)

**Step 5.** Create and Account (Add relevant phone number) and click book

**Step 6.** Show up to your appointment on time. You will need to show up for your appointment to receive the gear.

**\*Do not show up after your appointment time and expect the gear. This defeats the purpose of making an appointment.**

**\*Please show up to your appointment on time.**



# Understanding the System

## Details:

**Step 1:** Make sure you return all the equipment!!! All the parts and pieces must be returned.

**Step 2.** Return equipment during check-in times which are Check-in: 11-12:30pm Check-out: 12:30-2pm

## Understanding the Process

If you Checkout equipment on **Monday** it will need to be returned on **Wednesday**

If you Checkout equipment on **Wednesday** it will need to be returned on **Friday**

If you Checkout equipment on **Friday** it will need to be returned on **Monday**

\*If you cannot return the equipment during your appointment, please let us know and we can make accommodations for you to turn in the equipment to us directly. Please make a conscious effort to get the equipment back during the appointment time you setup.

**\*If something gets broken let either Rob, Zak or The checkout technician know right away!!!!**





# Quick Recap on the Process

## *The Process in short:*

**Step 1.** Faculty provide class rosters and equipment permissions list

**Step 2.** (Once step 1 is done) To make a reservation go to back to <https://mediaarts.sites.csuchico.edu/> and Click the reservation tab then click on the BookingPOINT Main file

**Step 3.** Make an appointment to pickup the gear you reserved using <https://mادتcheckout.setmore.com/>

**Step 4.** Checkout Room Hours  
Monday-Wednesday-Friday  
Check-in: 11-12:30pm Check-out: 12:30-2pm

# You Break it, You Buy It!!!!!!

- If you break a piece of equipment, let us know ASAP!!!
- You will be responsible for replacing the equipment that is broken or lost.
- If you cannot afford to replace the equipment that was lost or broken, we will work out a payment plan you can afford. Your grades will be held till you pay off the equipment.





# 3 Strikes and You are out!!!

- Every time you fail to bring back equipment on time you will earn 1 demerit
- If you do this **3** times your account will be locked, and you will not be able to checkout equipment without your faculty's permission.
- So, keep this in mind when you decide to not show up on time.

