Part C: Equipment Borrowing Program

Section 1: General Information

1. The AMS Equipment Borrowing Program ("the Program") provides Organizing Entities with access to equipment to support Event planning and execution. The Program shall be offered at no cost to eligible Organizing Entities.
2. The Program shall be available only for use in relation to a Sanctioned Event.
3. The Program shall operate on a continuous basis throughout the academic year, subject to operational capacity and equipment availability.
4. Approval of equipment lending shall be at the discretion of the Campus Affairs Commissioner. In the absence of the Campus Affairs Commissioner, approval may be granted by the Reviewer.
5. The Program shall be administered by the Campus Affairs Commission and funded by the Campus Affairs Commission and the Clubs Commission.

Section 2: Procedure

1. Requests to borrow equipment shall be submitted through the designated bookings and reservation platform provided by the Campus Affairs Commissioner.
2. Requests shall be assessed on a first-in, first-out basis, subject to operational capacity, equipment availability, and completeness of the submission. Submission of a request does not guarantee approval.
3. Organizing Entities shall agree to all applicable terms and conditions prior to receiving any equipment.
4. Approved equipment shall be used solely for the purposes outlined in the corresponding Sanctioned Event and in accordance with all provided instructions.
5. All borrowed equipment shall be returned in good condition no later than twenty-four (24) hours following the conclusion of the Event, unless otherwise specified by the Campus Affairs Commissioner.
6. The Campus Affairs Commissioner may request additional information or clarification where necessary to assess a request.

Section 3: Compliance

1. Organizing Entities are responsible for ensuring compliance with this policy and any applicable terms and conditions associated with borrowed equipment.
2. Failure to comply with this policy or the agreed-upon terms and conditions may result in sanctions, including but not limited to suspension of borrowing privileges, financial liability for damages, or further disciplinary action.

    a. Sanctions shall be determined by the Campus Affairs Commissioner, in consultation with the Clubs Commissioner and the Vice President (University Affairs), where appropriate.
3. Clubs that are facing sanctions by the Clubs Commission are not eligible for the Program until the sanctions are resolved.
4. The AMS reserves the right to deny or revoke equipment access where an Organizing Entity is found to be non-compliant with this policy or any applicable conditions.