

# Equipment Checkout

## About Equipment Checkout

CIS keeps a limited amount of audio visual (AV) equipment on hand in support of functions that involve academic instruction and official university events. This equipment is available for pickup from the CIS HelpDesk. Reservations must be made in advance and require one business day advance notice. Checkout equipment is provided for self-service pick-up, setup, and return.

If supplemental equipment is needed within a classroom for an on-going basis, additional coordination with CIS is necessary. Review the [Audio Visual Equipment Checkout](#) policy prior to making a reservation.

## Making a Reservation

Go to [CIS AV Checkout](#)

The following information is required at the time of reservation; omissions may delay your reservation's confirmation.

1. Your name
2. Your SPU email address
3. Your phone number
4. Intended use of the equipment, including a brief description of the event
5. Location the equipment will be used
6. Time of pick up and return time
7. Select Equipment

## About Reservations

You will receive a confirmation email from CIS once your request is approved and entered in our system. Denials will also be communicated via email. **Please do not assume your equipment is reserved in our system until such time that you receive and review the formal response from CIS.**



### Audio Visual Training

If you are unsure about the operation of the equipment, please contact the CIS HelpDesk in advance to arrange for an informal training session. CIS staff will not be available for training at the time of equipment pickup without prior arrangement.