

# Equipment to Use or Borrow

<b>Alcohol Education</b>	Blenders: Two blenders are available for use with Mocktails. Fatal Vision Goggles: Fatal Vision® is a specially designed and manufactured pair of goggles that simulate the visual impairment caused by alcohol or other drugs. Viewing through the goggles is rather clear, but confusing to the mind. The wearer experiences a loss of equilibrium, which is one of the effects of intoxication.
<b>Board Games</b>	Approximately 40 board games are available for sign-out through the Game Room. Sign-outs are free for 7 days. A \$1.00 per day late fee is assessed after the due date.
<b>Bubble Machine</b>	Get the crowd going with bubbles at your event. The machine works great from the Campus Center balcony with bubbles floating to the lobby!
<b>Button Maker</b>	Electronic Button Maker: Can be used in Resource Room, has an automatic circle cutter for 2 1/4" buttons. Buttons cost .20 a piece. When creating the button design evenly space no more than six designs on an 8 1/2 x 11 paper to enable use of the circle cutter. Also, the machine works best with lightweight paper, not to exceed 60#.
<b>Cash Boxes</b>	Selling anything? Keep funds safe by borrowing a lockable cash box (and depositing funds in Student Involvement safe!) Available in the Student Involvement Resource Room for activity/organization related purpose.
<b>Colored &amp; Banner Paper</b>	Available in the Student Involvement Resource Room for activity/organization related purpose. (Not intended for academic use, see academic departments for assistance). Please use banner paper within reason for environmental and cost prohibitive reasons!
<b>Computers</b>	Available for use in the Student Involvement Resource Room for organization use. Capabilities include e-mail, web access, word processing and publishing software. Though not the quickest, they get the job done. Use is on a first come first serve basis.
<b>DVD\VCR*</b>	A combined DVD\VHS tape player is available to borrow.
<b>Ellison Die Cuts</b>	No, people don't free-hand cut banner letters! These amazing time savers produce legible banners with a variety of fonts, sizes, and picture shapes. The die cuts are alphabetized, please help us keep them that way! Located in Student Involvement Resource Room.
<b>Fax Machine</b>	Students may fax or receive faxes through Student Involvement. A fee of \$1.00 per page is charged for both incoming and outgoing pages. (The Post Office will fax any number of pages for \$2.50)
<b>Gator Flix Movies</b>	A subsidiary service of the Office of Student Involvement, the Gator Flix movie collection is located in the Game Room and has a selection of approximately 1600 DVD movies available for a 48-hour sign out, free of charge. For a list of movies go to the Pelletier Library website, click on the "How Do I" tab and then the 5th entry, Game Room movie collection. Movies returned late will be assessed a fine of \$2 per day, after 14 days a fine of \$40 will be posted to borrower's account.
<b>General</b>	Supplies including Sidewalk chalk, Car chalk, Boom Box, Flip Chart and easel, markers, hot glue gun, one and three hole punches, Fiskars scissors, paper cutters, crayons, megaphone, hammer, screwdrivers, and dolly are located in the Student Involvement Resource Room.

<b>Karaoke Machine*</b>	All you need is a television, we'll supply the karaoke machine, music and song lists. Song lists are sorted alphabetically by artists and songs.
<b>Laminator</b>	We carry 8.5 x 11 lamination sheets. A .30 cent charge per sheet is issued to cover supply costs.
<b>Photo Copier</b>	A photocopier is available adjacent to Student Involvement for general student use with your Allegheny ID card, otherwise copies are .10 a copy. Many student organizations and College departments have copy codes that allow users a .04 a page charge. Copy codes for student organizations are provided to organization presidents.
<b>Popcorn Machine*</b>	Theater style popcorn maker and supplies available for use. Nominal fee for supplies.
<b>Portable Screen*</b>	Portable screen measuring 36" x 48" with carrying case.
<b>Projector*</b>	A portable projector for use with TV, VCR, or Computer
<b>Resource Sheets</b>	The "Just Do Something" resource racks are located on the third floor of the Campus Center outside Student Involvement (room 310), and online at <a href="http://studentinvolvement.allegheny.edu">http://studentinvolvement.allegheny.edu</a> . Assistance on a variety of topics is provided (including this sheet). Free!
<b>Sumo Wrestling Suits</b>	Challenge friends, residence halls or organizations to a sumo wrestling match. Two suits, two helmets, four gloves and three mats are provided. Four to five people are needed to carry the items (or several trips by a couple of people). May be used outdoors in nice weather.
<b>Texas Markers</b>	Permanent markers as big as Texas for poster and banner making. Two sets are located in the resource room for sign out. Plastic must be used underneath paper to avoid permanent damage, damage caused is responsibility of borrower for cost of clean or repair. Latex gloves are recommended, request a pair when using.
<b>Two-Way Radios</b>	For major events, 16 two-way radios are available to borrow. Sign outs are for a maximum of 48 hours or weekend use with Monday return. Request radios a day in advance in order to charge them overnight.

## How to Borrow Equipment from Student Involvement

- ❶ \*Reserve Equipment: Reserve using Scheduler, <http://scheduler.allegheny.edu>.
- ❷ All equipment must be picked up by 4:45 p.m. on the weekday of or preceding the event, with return of the equipment by noon the following day or Monday. When you pick up: have staff member locate appropriate equipment card, provide pertinent information
- ❸ Return Equipment, when you check in have a staff member locate appropriate equipment card.

Most sign outs are for a maximum of 24 hours or weekend use with Monday return.

If ANY equipment is lost or damaged either the cost of equipment repair or the replacement cost will be applied to borrower's account. Borrowers not returning equipment will be contacted by Student Involvement and charges will be placed on student account.

See specific equipment descriptions for other information regarding late fees.

## Other Equipment Resources

LITS-Computing User Services: <http://scheduler.allegheny.edu> (Access equipment using the building "Murray Hall")  
With permission from a staff or faculty member organizations have access to laptops, projectors

Audiovisual equipment and assistance: reserved via Craig Pardee, [craig.pardee@allegheny.edu](mailto:craig.pardee@allegheny.edu)

Media Services Pelletier Library Main Circulation Desk

Overhead and Slide Projectors available with permission from a staff or faculty member.

