

## CHEQROOM RESERVATION SHEET

### Easy Steps to Making a CHEQROOM Reservation:

Download the Cheqroom mobile application or log in to Cheqroom.com on any computer and accept the invitation sent in an email.

Follow the instructions to log into your Cheqroom account.

Click the "New Reservation" link to begin the equipment check out process.

Using the information fields provided, define the dates on which you will check out and return equipment (check-ins and check-outs are only available on Mondays & Wednesdays from 9:30 am to 12:30 pm, and Fridays from 9:30 am - 2:00 pm)

Add equipment to your request by using the search filter.

Add the equipment you would like to add to the reservation request, to reserve desired equipment.

If you would like additional equipment add to this reservation request.

Pick up equipment from the Photo Cage during the selected check out day and time.

*•To extend a reservation, check with the equipment cage before the next check-out time to ensure your item has not been previously reserved. We will extend the item for you. Extensions are allowed in two slots back-to-back.*

### Helpful Tips

Go to Cheqroom and look for the help section for sign-out/sign-in information.

Mobile application requests take at least 15 minutes to process. Reservations made before this waiting period will not allow you to sign out equipment.

Check-outs and Returns are only valid during posted days and times. Reservations scheduled for any other day of the week or time will not be honored.

Only check-out equipment you have been trained to operate for your class use can be signed out.

Ask your instructor for details.

High-end equipment requires additional training and/permission to check it out for off-campus usage.

Return equipment intact and clean during designated dates and times.

The monitor will inspect the equipment and sign it back into the system.

If you miss your pick-up time or return time more than 2 times for the same items, you may forfeit an equipment sign-out for at least a week.