

Updated Policy on Equipment Returns

Over the last few months we have had several late returns of gear. As more of our members are using SPNN resources again, late returns are increasingly negatively impacting other members. For this reason we are reiterating rules that have been relaxed during the pandemic and alerting members that we will be enforcing penalties for late returns.

Reservation/check-out Rules

- Gear can not be scheduled to be returned less than 15 minutes before close. This is to give staff adequate time to look over the gear with the member and to address any issues. If gear comes back after close, there will be a fine assessed for a late return.
- Members must initial by the return time on the form. If there is an issue with the return time it needs to be brought up at the time of check out. It is the responsibility of the member to ensure the time is accurate.
- You must be on time to your scheduled pick up. If you are more than 30 minutes late without communication with the SPNN team and there are folks waiting for the gear, we will check it out to the person waiting.
- When you are making your reservation, please be sure the time you select for pick up and the time you select for return times are accurate and when you will actually be coming.
- Members and Staff together will look over the gear to make sure that it is in working order, that all the pieces the member requested are included, and that everything not working is noted on the check out form.
- Fines will be implemented for late returns- see below.
- There are no back to back check-outs
- To ensure all members have the ability to use SPNN resources, you may check out the cameras no more than twice per month.

Fines for Late Returns

One day late

First Offense \$20

2nd offense \$30

3rd offense \$40 and 2 month suspension.

Two days late

First offense \$30

2nd offense \$45

3rd offense 60 plus two month suspension

Extensions

Members will have **one 24 hour extension request** between January-June and July-December. To make this request members must make the request **two hours before the due time** of the equipment by calling the Access desk at 651.298.8908 and emailing accessstaff@spnn.org. A SPNN team member must respond that it will not impact another member and grant the extension for it to be valid.