

TOWEL ROOM PROCEDURE

Equipment

1. Persons wanting equipment and who are not known by attendant must present activity book before equipment may be issued to them.
2. Equipment for over night or week end use must be signed out on yellow slip. White slips are used for equipment to be used that day only.
3. If equipment is being checked out for clubs, organizations, etc, the person to whom it is issued must sign for it and is responsible for its return.
4. Indoor equipment must not be taken outside Robinson gym. Some special indoor equipment has been set aside on the west shelf and it may be used out doors.
5. All equipment is marked with an inventory number. Check the quantity and inventory number on the slip accordingly.
6. Be sure to get the name, address, and telephone number of person checking out equipment. This is important in tracing it when not returned promptly.
7. When equipment is returned, be sure to give the person the equipment slip so they may destroy it.

Towels

1. Payment of a \$2.25 fee entitles the person to A,B,and C towel tickets the first semester and D,E,and F tickets the second semester. Payment of a 75¢ fee entitles the person to a C ticket the first semester and an F ticket the second semester.
2. Only one towel at a time may be checked out on a ticket.
3. Physical Education towels have a red stripe on them. Do not accept any others.
4. Charge lost towels in the book and 35¢ will be deducted from the \$1 deposit for each one.
5. Towel tickets must be presented when checking out a towel. Take the ticket, punch it, and put in correct alphabetical place in the box until towel is returned.