



## Student Life Rentals Policy

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It is important to review, understand, and follow the reservation policy with students and our Barnard counterparts. Following these procedures help our department best ensure that we can continue to provide resources for recognized groups programming at Barnard College.

**Only GBB recognized groups and Barnard College departments are able to rent items.**

Non-recognized student groups or individual students are not able to rent items from Barnard Student Life. (List of Recognized Barnard Student groups can be found [here](#). For a list of advisors, please check [this website](#).)

Policies for GBB-recognized clubs:

1. Clubs that are on probation and/or have frozen financial accounts will not be able to request rentals through Student Life.
2. All requests should be made by either emailing [studentlife@barnard.edu](mailto:studentlife@barnard.edu) or in person with the Department Assistant.
3. The student club representative will pick up the items from the Student Life office in Diana 302. The student must show their student ID and provide the required information requested the Student Life Rentals 17-18 sheet.
4. **Any equipment being borrowed must be returned on the following business day after its use.** If the equipment is not returned on the following business day, Student Life will freeze the club's financial account until it is returned. Student groups can extend their reservations one extra business day in the event they cannot return rentals by the 5pm deadline.
5. All Columbia and Barnard students renting the Wii game system **MUST** leave collateral in the form of: cell phone, laptop, and any other item of value. All collateral must be noted on the Rentals sheet and placed in the Student Life safe.
6. All rentals must be returned in the same condition in which it was borrowed by a member of the same student group that borrowed the items.
7. If any equipment is damaged or lost, the cost of the repair or replacement will be covered in full by the club's financial account. In cases where the group does not have a budget, the amount will be noted as a deficit on the club's financial account until they are able to



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replace the item. The club will lose all borrowing privileges until the deficit has been resolved.

8. If a group fails to return equipment by the deadline, then they risk losing all privileges to borrow any items from Student Life for the remainder of the academic year.
9. Items from the Student Life Office Copy Room or Kitchen are not to be rented. Kitchen items may be rented **ONLY** in dire situations with department head approval.