

Tool/Component Rental Rules

1. All non-consumables in the checkout cabinets require an ID to check out.
2. All components with RED tape on the container require an ID to check out.
3. To check out more than one component, the student must fill out a component rental form. Upon completion, the LTF, UTF, or professor will collect the student's ID. When the student returns all of the components listed, the staff member will return the student's ID. If components are missing or damaged, the form will be flagged by writing "M" and/or "D" in the top right, and then the student's ID will be returned. If only one component is checked out, an ID is collected but the form is not necessary.
4. Components rentals are only approved in reasonable quantities.
5. If Instructors or UTFs wish to borrow a relatively large quantity of components, they must fill out a rental form.