

Rental Procedures

Students are expected to wear a mask during all rental procedures whether it be in-person or contactless in accordance with IU Policy.

In-person Check-in

1. Approach the window and ask the lab monitor for the equipment you previously booked. If you have not made a booking yet, you may do so on your phone or on the checkout computer in 157 Main.
2. Hand the lab monitor your student ID
3. The lab monitor will begin handing equipment to you after scanning all necessary items.
4. Test your equipment immediately after receiving it to ensure there are no problems or damages.

***Note:** If anything happens during production with the equipment email rtvlab@indiana.edu with photographic evidence and report it to the lab monitor.

In-person Checkout

1. Make sure all equipment from checkout is brought back in the same condition it was checked out as.
2. Tell the lab monitor on duty of any problems with equipment.
3. Give Lab monitor ID to begin Check-in process
4. Hand back all equipment to the lab monitor. Wait until the lab monitor gives you the ok, indicating that the check in process is complete.

Contactless Check-in & Checkout

During the 2020-2021 school year, students will have the ability to call the lab and request for checkout items to be brought to their car. Or for an empty cart to be brought to their car for check-ins. We recommend going to the circle by Fine Arts as that has a loading time of 15 minutes.

You must have made a checkout reservation a minimum of 1 hour before arrival so that the lab can have accurate time to prepare for checkouts.

Lab Phone Number: (812)855-7855

1. When you arrive and are parked, call the lab. Please realize that it is first come first serve so if others are parked in front of you or are picking up in person, they will receive priority.
2. Inform the monitor on the phone whether you are here for a check-in or a check-out. As well as your username and be prepared to show your school ID upon arrival.
3. A monitor will arrive with either your checkout items or an empty cart. Once they step back you may remove or place your items on the cart. Please note that once items leave the loading area you are liable. If items are found damaged or missing upon arrival you will be contacted by rtvlab@indiana.edu.

***Note:** If anything happens during production with the equipment email rtvlab@indiana.edu with photographic evidence and report it to the lab monitor.