Event Attendance Reader Rental Procedures

1. Attendance reader rentals are on a first come, first serve basis.

2. Attendance readers must be picked up at the Campus Card Center in Union 119.

   a. For morning events (7 AM to 12 PM), the attendance reader should be picked up between 2 PM to 4 PM on the evening before the event.

   b. For afternoon events (12 PM to Midnight), the attendance reader should be picked up between 9 AM and 11 AM on the day of the event.

3. Attendance readers MUST be returned immediately following your event to the Campus Card Center in Union 119 during the hours of 9 AM to 4 PM.

   a. If your event ends before 9 AM, please return the unit to the Campus Card Center at 9 AM on that day.

   b. If your event ends after 4 PM, please return the unit to the Campus Card Center at 9 AM on the following business day.

4. You are responsible for securing the device at all times during your rental period. Per the *Use and Care of Equipment and Information* section in the terms of the rental agreement, you are assuming full responsibility for the care of this unit. We recommend a locked drawer when not in use.

5. A quick tutorial will be provided on how to use the equipment. It is suggested that the person who picks up the equipment will be the person who is assisting with taking the attendance at your event.

6. An attendance report will be sent to you within 24 hours of the event for your use.

Please sign below when you have read these procedures for renting the attendance readers.

If you have any questions about these rental procedures, please contact us.

660-543-8393 or IDCenter@ucmo.edu

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Signature