

# Moody College Equipment Checkout Fall 2023 Equipment Reservation Procedures

- **Online Reservation Portal:**



- <https://webcheckout.moody.utexas.edu/sso/patron#!/>

- **Equipment Reservations:**

- Reservations must be created online a minimum of 24 hours in advance.
- Walk-in and/or same-day reservations are not allowed.
- All reservations will be pending in the system until approved by checkout staff within 24 hours of the scheduled pick-up date/time.
  - Users will receive an email confirmation upon reservation approval.
  - Users will be contacted via email if a reservation is canceled or cannot be approved.
- Large reservations and multiple reservation requests from the same user group should be placed a minimum of 48 hours in advance.
  - Users are encouraged to reserve up to 2 weeks in advance if possible.
  - Please contact Equipment Checkout staff prior to scheduling these types of reservations to increase likelihood of reservation approval.

- **Equipment Reservations (equipment labs):**

- Equipment lab reservations should be made by the course instructor or TA a minimum of 48 hours in advance (excluding weekends).
- We recommend that equipment lab reservations are scheduled as far in advance as possible to help ensure proper equipment availability.
- Students will not be allowed to create individual equipment reservations for labs
  - Please do not send students down in groups to pick up lab equipment individually.

- **Parking spaces are available in front of main entryway for loading and unloading of equipment only.**
- **Please see staff for a temporary parking permit upon arrival.**
- **Modifying parking permits is strictly prohibited.**
- **Parking privileges will be revoked for the remainder of the semester for those individuals found in violation of this policy.**

**Location:** HSM 2.102 (brown doors in alleyway between CMA/CMB)

**Hours:** Mon – Fri, 8am-5pm

**Phone:** 512-471-6565

**Email:** [moody-checkout@austin.utexas.edu](mailto:moody-checkout@austin.utexas.edu)