

## Uniform and Equipment Check-Out Process

### Hastings High School Athletics

The HHS athletic department supports the temporary off-season use of uniforms and equipment for student-athlete use. Requests must comply with the parameters below.

#### UNIFORMS

Varsity game uniforms may be checked out to be used for senior pictures. “Uniforms” may include home and away jerseys, shorts or pants, and helmets. There is no cost to check out uniforms. Requests for uniforms must:

- be completed via the online form located on the HHS athletics website (link below)
- specify items like the exact jersey number, and if home and set(s) are desired
- be completed according to published timelines, and picked up/returned on time

#### EQUIPMENT

In some cases, students may need a select piece of equipment in order to participate in a summer camp or clinic. For example, a football player may be required to have a helmet. These items may be rented from the athletic department at a rate of \$1/day per item.

All equipment must be returned in its original condition, or the user will be charged for repair. The user will be charged the retail cost for full replacement for any items not returned.

#### RESERVATION TIMELINE

In order to serve you and efficiently manage the high volume of requests throughout the year, the athletic department has published a reservation timeline. Students and families are expected to follow this timeline to make the process effective for both HHS and the student.

The timeline operates in monthly cycles. ***Please plan ahead!*** Reservations are expected by the 1<sup>st</sup> of the month in order to be able to use an item that month. Students/families are given select days to pick-up and return their items in the HHS athletic office.

Item Needed In	Request Due By	Item Pick-Up	Item Return
APRIL	April 1	April 5-6	May 3-4
MAY	May 1	May 3-4	June 6-7
JUNE	June 1	June 6-7	July 12-13
JULY	July 1	July 12-13	August 9-10
AUGUST	August 1	August 9-10	September 6-7
SEPTEMBER	September 1	September 6-7	October 4-5

#### HOW TO REQUEST ITEM(S)

All item requests are to be completed online. The reservation form can be accessed directly at <https://goo.gl/forms/GqoMeVuBuEggyp1h2>