Located in the lower level of the Sports Center, the Equipment Room is monitored by a full-time Equipment Manager and members of the Department of Athletics student work staff.

**Hours of Operation**

The Equipment Room currently has the following open hours during the academic year:

<table>
<thead>
<tr>
<th>Monday – Thursday</th>
<th>7:00 AM to 11:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>7:00 AM to 9:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 AM to 5:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>11:00 AM to 11:00 PM</td>
</tr>
<tr>
<td></td>
<td>Closed on Holidays</td>
</tr>
</tbody>
</table>

During the winter intersession, spring break week and summer months, the open hours are:

<table>
<thead>
<tr>
<th>Monday – Friday</th>
<th>8:00 AM to 6:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Closed on Saturdays, Sundays, and all Holidays</td>
</tr>
</tbody>
</table>

Special arrangements are made by the Equipment Manager with Head Coaches to open the Equipment Room during non-scheduled hours of operation to provide support for all home varsity athletic contests, as well as for away contests and any varsity practices.

The Equipment Manager is currently available between the hours of 10:00 AM and 6:00 PM Monday through Friday during the academic year and similar hours during the summer months.

**LAUNDRY/UNIFORM ISSUE PROCEDURE**

**LAUNDRY PRIVILEGES** – All practice gear and game uniforms should be laundered in the Equipment Room. Laundry bags will be issued to all student-athletes at the start of their traditional playing season for the washing of practice gear and appropriate undergarments. Laundry bags must be turned in promptly after practice so that it can be laundered and made ready for the next session. All practice gear is the property of Eastern and must be returned at the end of the season or the student-athlete will be billed accordingly. Game uniforms must be returned to the Equipment Room immediately following the completion of all home games and immediately upon the return to campus from away contests.

**GAME UNIFORMS** – All uniforms are to be kept either in the Equipment Room or in the student-athlete's individual locker in their locker room. Uniforms are not to be taken home overnight for any reason. The Head Coach should provide a game roster to the Equipment Manager before 9AM on the day of the game or by 9AM Friday for weekend games.

**WEEKDAY GAMES** – Uniforms will be given out on the day of the game prior to departure for away contests or anytime before home games unless other arrangements are made.

**WEEKEND GAMES** – Uniforms for away contests will be made available for pick up any time before 9PM on Friday, and on a limited basis Saturday or Sunday morning if arrangements are made beforehand with the Equipment Manager. The Equipment Room will be open at least 2 hours prior
to all weekend home games, at which time uniforms may be picked up. If more time is needed, arrangements may be made in advance with the Equipment Manager.

**AFTER GAMES** – All uniforms *must* be returned to the Equipment Room immediately after all home games and immediately upon return to campus after away games. Uniforms should be placed into the laundry chute to the left of the cage. If uniforms are turned in after hours, it is the Head Coach’s responsibility to be sure all uniforms are turned in and accounted for. The Equipment Manager will notify the Head Coach immediately of any missing uniform items.

**LOST/DAMAGED ITEMS** – Uniforms and practice gear should not be left in vehicles, apartments, or residence hall rooms overnight. Any items lost, stolen or damaged beyond normal “wear & tear” will be billed to the student athlete.

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**Locker Room Policy**

**TEAM ROOMS** – All eligible student-athletes on traditional season team rosters are allowed to use a locker in one of the Sports Center’s locker rooms. Head Coaches should inspect their team’s locker room areas on a daily basis to ensure that they are neat and orderly.

**INSTRUCTOR LOCKER ROOMS** – All Head Coaches are entitled to a locker in the Instructor’s Locker Room. In-season Assistant Coaches are also entitled to a locker in any open locker area (space permitting).

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**End of Season Return Procedures**

At the conclusion of a sport’s playing season, the Equipment Manager and the Head Coach will determine a mandatory return date and time for all practice gear, uniforms, travel bags and locker clean out.

Head Coaches must make their student-athletes aware of the mandatory return date/time and must ensure that all student athletes report promptly to turn in all university-owned items that were issued to them at the start of the season.

All practice gear, travel suits, uniforms, equipment, travel bags and all items purchased out of the Department of Athletics budget are the property of Eastern and must be returned by this date/time.

Student athletes who return items in an altered form (i.e. practice t-shirt with sleeves cut-off) or who have lost issued items will be billed appropriately. Additionally, if all items are not returned by this date/time a hold will be placed on the student’s account until all items are returned to the Equipment Room.