



Miami Valley Astronomical Society

Asset Check-out Sheet

Name: _____ Phone: _____

Email: _____

Check-out Date: _____ Check-in Date: _____

Rules:

1. **Only** members in good standing and with the club longer than three (3) months may check-out assets.
2. Check-out duration is one (1) month, unless otherwise noted.
 - a) If no other requests for checked-out item(s) exist, item(s) may be renewed once.
 - b) Upon returning checked-out item(s), Member **must wait two (2) months** before checking out the same item(s) again.
 - i. Provides all members equal opportunity to use at John Bryan Observatory (JBO) or to check-out.
 - ii. Rule Exception – Use of item(s) for club events.
3. Item(s) checked-out **must** be signed off with associated form and placed in the “Asset Check-out Notebook” under the dome at JBO.
4. Member may be held financially responsible for any damage beyond normal wear and tear. *The MVAS Board of Trustees will review and decide on a case-by-case basis the member's financial responsibility, including additional penalties, as specified in the MVAS Asset Check-out Policy.*

Process:

1. Members either checking-out or checking-in item(s) **must** coordinate with the Assets Chairperson.
 - a) If the Assets Chairperson is unable to meet in person, he/she will designate another MVAS Board Member to meet with member and complete the check-out/check-in process.
2. At check-out, the Assets Chairperson *or designated representative* and Member will:
 - a) Inspect the condition of the item(s) and verify operation.
 - b) Make note of any defects in appearance or operation.
 - c) Sign check-out form and place into the “Asset Check-out Notebook”.
3. At check-in, the Assets Chairperson *or designated representative* and Member will:
 - a) Inspect the condition of the item(s) and verify operation.
 - b) Make note of any defects in appearance or operation.
 - c) Note the check-in date and sign the form located in the “Asset Check-out Notebook”.

Asset Name	Asset Tag #	Check Box
TELESCOPES & RELATED ACCESSORIES		
8-inch Celestron SCT with Celestar Mount, Wedge, Tripod, and Accessories	MVAS-A033	
8-inch Celestron SCT with CG-5 GT EQ Mount, Tripod, and Accessories	MVAS-A032	
8-inch Orion SkyQuest XT8 Dobsonian Reflector	MVAS-A039	
8-inch Meade SCT with Quartz LX Pulse Drive Mount, Wedge, Tripod, and Accessories	MVAS-A034	
Borg Refractor with H-alpha Solar Filter, Case, and Accessories	MVAS-A031	
iOptron SmartStar Cube-A Mount with GPS (for use with Borg refractor)	MVAS-A075	
EYEPIECES & RELATED ACCESSORIES		
Celestron 1.25-inch Plössl Eyepiece and Filter Kit (13 pieces)	MVAS-A073	
Orion 1.25-inch Plössl Eyepiece Kit (4 pieces)	MVAS-A060	
Bino-Viewers and two (2) 15-mm and two (2) 20-mm eyepieces	MVAS-A022	
CAMERAS & RELATED ELECTRONICS		
MallinCam HPC Video Camera	MVAS-A025	
9-inch Speco Color Monitor (for use with MallinCam)	MVAS-A026	
Celestron SkyRis 445C	MVAS-A024	
Celestron NexImage5 Solar System Imager	MVAS-A076	
Orion StarShoot Deep Space Imager II	MVAS-A017	
BINOCULARS & RELATED ACCESSORIES		
Zhumell Binoculars, 25x100-mm	MVAS-A011	
Binocular Mount LG with Oberwerk Tripod	MVAS-A012	
Fujinon Binoculars, 10x70-mm	MVAS-A014	
Oberwerk Binoculars, 9x60-mm	MVAS-A020	

Signatures:

Member: _____ / _____ MVAS Board Rep: _____ / _____
 (Check-out) (Check-in) (Check-out) (Check-in)

Check-out/Check-in Notes on Condition/Operation/Missing Item(s):

(Use back of form, if necessary)