

# H.E.A.T. ROADWARRIOR REQUEST FORM

*Dell laptop computers are intended for use by Virginia Tech Varsity student-athletes. Lending and use of these laptops is restricted to student-athletes traveling to and from AWAY games and competitions. Use of Road Warrior laptops and equipment is not permitted for home use unless prior approval is obtained both from the student-athlete's academic advisor and the SAASS systems administrator.*

Laptops can be checked out the day prior to a team's departure and must be returned no later than 1 day after arriving back in Blacksburg.

A student-athlete wishing to checkout a laptop must bring this completed request form, including the signature of an official member of the coaching staff and their academic advisor to 343 Lane Stadium - West Side (Heat Lab) between 12pm-5pm Monday-Friday. A checkout sheet is required for each machine. Loss or damage to the laptop and its accessories, other than from normal use, will be the responsibility of the student-athlete and/or their team. At no time should anyone attempt to open or fix a damaged or inoperative machine. Maintenance issues, hardware and software difficulties should be reported to a lab monitor and reported on the check-in sheet at the time of check-in. If a student-athlete is not familiar with how to use the laptop, training will be provided.

Files used and created by the student-athlete are to be stored on USB memory keys, which the student-user will provide. All files left on the desktop, documents folder, or anywhere other than the student's disk will be removed at check-in. At no time should a user install software on the laptop without prior SAASS approval.

Student-athletes are responsible for returning the laptops to **the lab by 2pm** of the day following the team's return. It is at this time student athletes should notify the lab monitor of any problems with the laptop. This will guarantee that problems discovered will be resolved and not passed on to the laptop's next user.

*I hereby understand and will comply with the above conditions for fair use of the H.E.A.T.'s Road Warrior Program. I fully understand that by failing to comply with any or all of the above stated policies may result in termination of my rights of further participation.*

Student-Athlete \_\_\_\_\_ Date \_\_\_\_\_ Sport \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Coaches' signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Athlete's signature \_\_\_\_\_ Date \_\_\_\_\_

Borrow Type: Road Warrior Repair Loaner CD-ROM: YES NO WIRELESS: YES NO

Reason for Laptop: \_\_\_\_\_

Machine No. \_\_\_\_\_

Estimated Return Date: \_\_\_\_\_

Check out date \_\_\_\_\_

time \_\_\_\_\_ Monitor \_\_\_\_\_

Check in date \_\_\_\_\_

time \_\_\_\_\_ Monitor \_\_\_\_\_

For questions concerning policy contact Katie Ammons in room 322 Lane Stadium - West Side