

# Pop-Up Sensory Room

## Borrowing Procedures

### 1. Who Can Borrow Pop-Up Sensory Room Supplies?

This service is open to students, faculty, and staff who are affiliated with Missouri S&T organizations and departments.

### 2. Requesting and Borrowing Pop-Up Sensory Room Items

Borrowers may request pop-up sensory room items by completing the Pop-Up Sensory Room Request Form ([Link to form](#)). The request form includes a list of available items. For more information about any items, please contact Student Accessibility and Testing ([saat@mst.edu](mailto:saat@mst.edu)).

The pop-up sensory room may only be requested for a specific event hosted by the borrower with a specific start and end date and time. Borrowers are required to provide the following information. If information is missing, request approval may be delayed or denied.

- Organization or department name
- Contact email address
- Event name
- Brief description of the event
- Start date of the event
- End date of the event
- Items to be borrowed

The pop-up sensory room must be picked up in person at the Student Accessibility and Testing Office (G10 Norwood Hal) during regular operating hours. A Student Accessibility and Testing staff member must be present to complete the check-out process and answer any questions the borrow may have.

### 3. Borrower's Responsibilities

Loaned items are the responsibility of the borrower. The borrower must:

- Maintain the condition of each item.
- Keep all labels and stickers on each item.

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- Keep packaging (if any) associated with each item. If a loaned item comes in a package, the borrower is expected to return the item in the same package.
- Ensure the item(s) do not get lost or damaged.
- Ensure the item(s) remain on the Missouri S&T campus. Borrowers are prohibited from transporting items off campus.

### 4. Borrowing Duration

By borrowing the pop-up sensory room or any of its items, the borrower agrees to return the item(s) to Student Accessibility and Testing (G10 Norwood Hall) no later than 3 business days after the end date of the event.

Borrowers are not allowed to renew the pop-up sensory room. If a borrower needs the pop-up sensory room for a subsequent event, they must submit another request.

### 5. Returning Items

To return items, the borrower must bring all borrowed pop-up sensory room items to Student Accessibility and Testing (G10 Norwood Hall) during operating hours. The items must be returned directly to a Student Accessibility and Testing staff member. Similar to check-out, the borrower is required to complete check-in process on the Pop-Up Sensory Room request form. This time indicating the status of each item in the kit (present, damaged, missing, etc.) Each item will be labeled with an ID number.

### 6. Penalties for Overdue/Lost/Damaged Items

If loaned items are not returned within 3 days of the event end date and the borrower does not contact Student Accessibility and Testing ([saat@mst.edu](mailto:saat@mst.edu)), the items will be considered overdue. Borrowers with overdue items will not be allowed to borrow pop-up sensory room items again until the overdue items are returned. If any item is lost or damaged, the borrower is responsible for finding and returning the lost item(s) or for the cost of replacing the item. This primarily refers to large items (chairs, pillows, weighted blankets, etc.) Small fidget toys are expected to be lost or break occasionally.

7. Identifying Lost Pop-Up Sensory Room Items

All pop-up sensory room items are labeled with the following information:

- ID number on the package or item
- The letters [saat@mst.edu](mailto:saat@mst.edu)

If a lost pop-up sensory room item is found, please notify Student Accessibility and Testing at [saat@mst.edu](mailto:saat@mst.edu).