COGS Item Loan Program Guidelines
Revised December 4, 2024

1) Purposes of Program
   The Council of Graduate Students (COGS), as elected representatives of graduate and professional students, uses the funds collected through taxation to partially support various graduate activities and organizations. COGS discretionary funding and property purchased with said funding is used to enhance, encourage, and promote the academic, social, cultural, and economic aims of graduate and professional students. COGS seeks to support events which integrate socially, culturally, or intellectually diverse groups, and those which benefit the greatest number of graduate and professional students. Such events provide the most enriching aspects of graduate and professional education.

2) Eligibility for Program
   Any current Graduate Student Organization (GSO) that is properly registered with MSU, has a valid RSO University Account (*account number starts with either AR or AU), and either has at least 75% of its members being graduate or professional students or holds an actively filled COGS full council seat is eligible to use the COGS Item Loan Program.

3) Regulations and Restrictions
   a. The loan period for an item cannot exceed 7 days from the initial pickup to the final return.
   b. If a loaned item is returned in a damaged, unusable, or otherwise unacceptable condition, the GSO is liable to pay for the full cost of replacing the item, using the same account provided in the initial loan request. COGS can use its discretion and past records of item condition to determine whether an item's return condition is acceptable. When searching for a suitable replacement item, COGS will either repurchase the exact item or purchase an analogous item serving a similar function at a similar cost to the original.
   c. If a loaned item is not returned by its associated due date, the GSO will potentially pay a late fee in proportion to the number of items that are late and the number of days late. The late fee will not exceed the cost of replacing the loaned item(s).
   d. If a loaned item is not returned within 7 days of its associated due date, the GSO is potentially liable to pay for the full cost of replacing the item. The items included in the COGS Item Loan Program and their associated late fees can be updated by a resolution from the COGS Full Council at any point throughout the year. Changes to late fees will only affect items that are not being loaned at the time of the change. If a GSO is in possession of an item when a late fee change occurs, the GSO will not incur any updated fees, but the updated fees will be charged for the next GSO.
   e. COGS loan items cannot be used to support revenue positive events or fundraisers, except charitable events.
   f. COGS loan items cannot be used to support political issues, referenda, or candidates for elected office.
   g. The GSO cannot require any MSU graduate and professional students to pay to use a COGS loan item.
   h. If a GSO violates any guidelines, restrictions, or regulations of the COGS Item Loan Program, they may be temporarily barred from requesting future loans.

4) Application and Submission of Requests
    a. All item loan requests are to be completed and submitted online. Requests must be submitted at least 7 days before the beginning of the requested loan period. Once the request is submitted, it will be reviewed by the COGS Office. If the requested item(s) are available for loan, it can be picked up by the requesting GSO on the first day of their requested loan period during hours when the COGS Office is open.
    b. Loan items must be returned to the COGS Office during hours when the COGS Office is open.
    c. Eligible and valid loan requests will be resolved on a first-come, first-served basis according to the submission timestamps on the online loan requests.
    d. The COGS President, advised by the COGS Treasurer and COGS Vice President of Internal Affairs, has the final say in determining whether a loan request meets the eligibility criteria and regulations found in these guidelines.
    e. When picking up loan items, requesting GSOs are responsible for coordinating an exact time to pick up the loan items from the COGS office.
    f. COGS will not assist with the pickup or delivery of loan items.
    g. The pool of loan items is a finite resource. If a loan item is not available during the time requested by a GSO, the loan request will not be granted.
    h. COGS will always have priority for the use of items included in the COGS Item Loan Program for COGS events and programming and can block off dates when loan items will not be available.

5) Acceptance of Conditions for Using COGS Item Loan Program
    a. It is understood that the requesting GSO will, at its own expense, protect and hold harmless COGS, its officers, representatives, members, boards, employees, and agents from all claims, damages, costs, law suits and expenses, including but not limited to, all costs arising from administrative proceedings, court costs and attorney fees, that COGS may incur as a result of any act, omission, or negligence of the requesting GSO or any of its officers, members, employees, agents, subcontractors or independent contractors which may arise out of this program.
    b. The liability, if any, to COGS, its officers, representatives, members, boards, employees, and agents with regard to the funding of the Organization for any claim, costs, damages, losses, and expenses for which COGS is or may be legally liable, whether arising in negligence or tort, contract, or otherwise, shall not exceed the amount of funding provided by COGS to the requesting GSO. In no event shall COGS, its officers, representatives, members, boards, employees, and agents be liable for any indirect, special, or consequential damages.
    c. The requesting GSO shall not transfer any right or interest in this request without the prior written consent of COGS.
    d. The requesting GSO agrees to abide by all applicable federal, state, and local laws and ordinances, as well as all student rights and regulations set forth by Michigan State University.