

The UnityPoint Health-Des Moines Training Center (TC) has equipment available for check-out for its aligned instructors. Equipment is limited and is reserved on a first-come-first served basis. Please refer to the Equipment Reservation Form for all available items and prices.

**Reserving and Returning Equipment:**

- To request equipment, an instructor must complete and send the TC an Equipment Reservation Form to [DM\\_CTC@unitypoint.org](mailto:DM_CTC@unitypoint.org)
- Transportation costs will be assumed by the requestor. Instructors, preferably, should pick up and return equipment. If designating someone else to pick up or return items, the instructor must notify the TC ahead of time.
- Payment is due upon equipment pickup.
- The instructor must follow all “Handling Equipment” guidelines listed on the reservation form.
- All damage to equipment will be the responsibility of the instructor.

A late fee of \$10 will be charged to instructors for each day the equipment is beyond the agreed upon return date. If an extension is needed, the instructor must contact the TC at (515) 241-6811 or [DM\\_CTC@unitypoint.org](mailto:DM_CTC@unitypoint.org) to see if this is available.

Date last review:	4/2020	5/2021						
Reviewer initials:	KD	wg/kjs						
Changes made:	yes	yes						