

Agreement for borrowing Communication Arts department equipment:

The equipment available through the Communication Arts Department is limited and constantly in use by a number of students in multiple classes at the same time. All photography and audio/video production equipment, therefore, is only available to students currently enrolled in Communication Arts courses requiring the use of portable photography or production equipment [CMM 253, 254, 321, 343, 400, 401, 429, 430, 472, 489, 495] or other (_____). Its use is limited to class purposes only. It is important that when you use the department's portable equipment, you care for it well and return it promptly. Checkout and check in of equipment is available during the following hours and days:

EQUIPMENT CHECK IN/OUT DAYS & TIMES WILL VARY FROM SEMESTER TO SEMESTER.
PLEASE SEE THE DEPARTMENT'S POSTED EQUIPMENT CHECK IN/CHECK OUT SCHEDULE.

All equipment must be returned in the same condition it was in when the student signed for it. Please recharge all batteries so that the next student will be able to sign-out and use the equipment immediately. Students borrowing equipment must make sure that all components signed for are present and should test items to determine that they are working properly before signing for the equipment at checkout. *Note: checkout is the only opportunity to declare damage, missing items, or malfunction before leaving with the equipment. After checkout, the student who signs for the equipment will be held responsible for any damaged or missing equipment.*

Failure to return equipment on time will result in the following fines:

- One day late – possible grace period (depending on circumstances)
- Every late day - \$5 fine per business day paid to the Communication Arts Department. Failure to pay the fine will result in loss of the privilege to use the equipment

All damaged/lost equipment will be repaired or replaced by the department at the cost of the student who signed for it, unless the equipment is reported stolen (documented by turning in a copy of a filed police or SHC public safety theft report). **Repair cost** is what the department actually pays to fix the broken item. If the item cannot be repaired, the student will incur the replacement cost.

Replacement cost is the amount it actually costs the department to buy a similar item new.

SHC Communication Arts department reserves the right to request a hold on the student's account if fines and repair/replacement costs remain unpaid, in addition to loss of use. Any student who has not returned borrowed equipment by the close of a semester, and not declared the equipment lost or stolen, will be issued a grade of incomplete (I) which will revert to an F if the equipment is not returned by the next semester's deadline for removal of incomplete grades - in addition to the previously stated departmental fines and right to place a hold on the student's account.

By signing below, the student agrees to abide by these terms:

Student's Name (PRINT) _____

Student's Signature _____ Date _____