Film Equipment Checkout Policy

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1. **Students MUST**, currently, be registered in a film production course in order to rent equipment from the, U of U, Film & Media Arts Department equipment checkout lab.
2. Students are **REQUIRED** to fill out and sign the equipment checkout agreement form, before, checking out any equipment.
   - Form will be filled out on student’s first visit to the equipment checkout lab.
3. Students are allowed to check-out equipment for a **THREE-DAY PERIOD**.
4. Check-out days will be: **MONDAYS, TUESDAYS, and FRIDAYS**.
   - Students will be able to sign up for a check-out date of either a Monday, a Tuesday, or a Friday.
   - Students will schedule a specific time they’ll pick up equipment for on the check-out day they have chosen.
   - Example: Student signs up for a check-out day of Monday, they will then sign up for a timeslot for that Monday and then said student will be required to return that equipment on the following Thursday.
5. **EXCEPTIONS** to the Three-Day checkout period and check-out day(s) can be made.
   - Any exceptions can **ONLY** be made and then approved by Equipment Checkout Lab Manager (Jen).
6. Students are **REQUIRED** to bring and show their uID before receiving their equipment.
7. Students are only **ALLOWED** to rent equipment that is designated for the course they are currently registered.
8. Students are **NOT ALLOWED** to rent equipment for any personal or commercial projects.
9. To avoid being held accountable for loss or损坏, students **SHOULD** run a check and counts on the equipment they are renting, **BEFORE**, leaving the equipment checkout area.
   - If students choose to leave the equipment checkout area before running a check & counts, they will be responsible for any damaged or losses, regardless, if it was damaged or lost prior to their use.
10. Students are **RESPONSIBLE** for equipment while it is in their custody.
    - If equipment is **LOST or STOLEN** while in the custody of student, they will be required to replace the lost or stolen piece of equipment.
    - If equipment is **DAMAGED** while in the custody of student, they will be required to pay for repairs, or the cost to replace the equipment if it cannot be repaired.
11. Students **WILL NOT BE ALLOWED** to check-out equipment until they have replaced, or paid for equipment that has been lost, stolen, or damaged while in their custody.
12. Students should **NEVER** leave equipment unattended!
    - **DO NOT** leave equipment outside the equipment checkout lab. If equipment is left outside equipment checkout lab, this will result in **TERMINATION** of checkout privileges for the remainder of the school year.
    - **DO NOT** leave equipment in your vehicle overnight.
13. Students who **CONTINUOUSLY** return equipment late, will have their checkout privileges suspended for the remainder of the semester.
14. The equipment checkout lab manager holds the right to restrict or suspend a student’s check-out privilege, should they feel the student is abusing their said privileges.
    - If a restriction or a suspension has been put into place, equipment checkout manager will set a meeting with the student, to go over why the restriction or suspension was placed.
    - If equipment checkout lab manager and student come to an understanding, the restriction or suspension may be lifted.